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ABSTRACT

This booklet identifies citizen participation requirements for more than 300 federally assisted programs administered by 18 departments, agencies, and commissions. It has been published in response to the government's desire to assist citizens in learning how, when, and where to go to participate in and influence the governmental decisions which affect their lives, as well as to improve government efficiency at all levels. The booklet is also designed to assist state and local officials in understanding the mandated requirements for citizen participation by providing a summary of those requirements. Each federal program is listed by its authorizing agency; is designated by title and number assigned to it in the Catalog of Federal Domestic Assistance; contains a program description and describes the requirements for citizen participation. Agencies listed include: ACTION; Departments of Agriculture, Commerce, HEW, Housing and Urban Development, Interior, Justice, Transportation, and Labor; Environmental Protection Agency; National Science Foundation, and others. Use of the Federal Register and consultation with the responsible agency are recommended. Also included are samples of frequently occurring problems and possible solutions for bringing about effective citizen participation, techniques and tools to enhance citizen involvement, plus suggestions for evaluating the process. A glossary and bibliography conclude the booklet. (Author/JK)

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Citizen Participation

COMMUNITY SERVICES ADMINISTRATION

50 010 764

"Government must be kept open. If we intend to rebuild confidence in the government process itself, policy must be shaped through the participation of Congress and the American people."

Jimmy Carter

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PREFACE

This booklet provides a reference which identifies the requirements for citizen participation in Federally assisted programs. It has been published in response to the Administration's desire to assist citizens in learning how, when, and where to go to participate in and influence the many government decisions which affect their lives, as well as to improve government efficiency at all levels. The booklet should assist State and local officials in understanding the mandated requirements for citizen participation by providing a convenient summary of those requirements.

A guide of this nature is a digest of information contained in Public Law and the Code of Federal Regulations. New laws and revised regulations may supersede this information. Also, capsule statements such as those provided in this publication cannot begin to convey the full details of the codes upon which they are based, nor can they be expected to describe more than legislative and regulatory intent. Use of the *Federal Register* and consultation with the responsible agency is recommended.

The Community Services Administration has served as lead agency within the Federal Regional Council structure to coordinate this effort. In addition to the support received from the staff of the agencies whose programs are listed in this booklet, and public review and comment, the Community Services Administration has been assisted in the preparation of this manual by the Citizen Participation Task Forces of the Federal Regional Councils in Region I, New England; Region II, New York, New Jersey, Puerto Rico and the Virgin Islands; and Region III, the Mid-Atlantic area. We would also like to thank W. Astor Kirk, Chairman of the Citizen Participation Task Force of the Mid-Atlantic Federal Regional Council, and Director of CSA Region III; Ivan Ashley, Director of CSA Region I; and William A. White, Director of CSA Region II, for making available staff and resources needed to accomplish this task. The Community Services Administration Task Force has been responsible for the final form and content of the booklet. We acknowledge with appreciation the work of its members: Charles D. Friou, Nevin Greene, Dennis Hendrickson, and Mary Hill, Task Force Chairperson.

It is our hope that this booklet on citizen participation will be a useful tool for all those persons who believe in an open and responsive government.

Director
Community Services
Administration

January 7, 1978

INTRODUCTION

The decade and a half preceding our Bicentennial celebration of the establishment of representative democracy in this country witnessed the emergence of participatory democracy, referred to as "citizen participation." Today virtually all programs in which Federally appropriated funds are used require citizen access to the decision-making process. With respect to these programs, citizens are defined as those persons whose membership in a population served or affected by a specific Federal program entitles them to assist variously in designing, operating, and evaluating the program. The nature of such participation is varied and is established by statute or administrative regulation.

A brief survey of citizen participation elements in various Federal programs reveals a wide range of options for action open to citizens and an equally wide range of tasks for local governing officials responsible for compliance with the legal requirements of the statutes and regulations. The effectiveness of citizen participation is enhanced when both the citizen and the elected official is cognizant of the benefits. One such benefit is, of course, the expertise which citizens can bring to local government planning in technical areas, such as the environment, education, health, transportation, service delivery, etc. Technical advice, however, as valuable as it may be, is not the only benefit to flow from citizen participation. Most elected officials understand the need to keep in touch with their constituents. This need becomes particularly evident when resource allocation decisions must be made for which there may be competing but equally legitimate demands. Enabling the citizen to voice his concerns, preferences, and needs, allows the elected official to learn his constituents' feelings, while at the same time allowing the constituents to see that the official elected to represent them is indeed concerned to make choices which will best serve the community.

Granting the values of citizen participation, there is still many "a slip t'wixt the cup" of desiring "and the lip" of achieving participatory democracy. There are

chapters in this booklet to assist in avoiding these slips, which describe techniques and tools to bring about successful public meetings and hearings. Other chapters discuss frequently occurring problems and some possible solutions, and some factors to consider in evaluating the citizen participation process.

The bulk of the booklet, of course, is devoted to descriptions of various Federal assistance programs and their requirements for citizen participation. These programs are listed by Agency, and each program is designated by title and number assigned to it in the *Catalog of Federal Domestic Assistance (CFDA)*, a listing of all domestic programs involving Federal grants and financial assistance, published by the Office of Management and Budget. Readers requiring more information on either program content or regulations can use the OMB number to locate the program in the *Catalog of Federal Domestic Assistance*.

A bibliography has also been included which identifies readings in the literature – the philosophy, and the art – of citizen participation.

It is the hope of all those who have contributed to the development of this booklet that the application of the techniques and methods described will help both the elected official and the concerned citizen work together to realize the potentials of participatory democracy.

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CITIZEN PARTICIPATION AND THE ADMINISTRATIVE PROCESS

There are many means by which citizen participation can be built into the administrative process of government. These range from opinion sampling and surveys to the use of independent boards with defined membership and responsibilities. A review of pertinent legislation and regulations shows that four basic mechanisms are required more often than others: advisory boards, planning boards with clearly defined authority, the use of published materials to secure public comment, and public meetings and hearings. Frequently combinations of two or more of these mechanisms are required or emphasized.

Advisory committees and planning boards are usually composed of citizens representing a defined group or groups of citizens. In the regulations summarized in this booklet, requirements range from "broadly representative" to rather detailed identification of the interests to be represented. When requirements for the composition of the advisory committee or planning boards have been determined, a procedure for selecting members is needed. While some program requirements provide clear, specific direction, often the requirements are general. The procedure for securing names of nominees and making appointments is vital for public officials with appointment authority. Frequently names are proposed by individual citizens and various civic and special interest organizations. It is important in this process to assure that a variety of points of view, especially those of the groups impacted by the programs or policies being developed, are represented. Often, to assure good representation, special consideration must be given to the needs of particular representatives--such as transportation for elderly and handicapped, child care for parents, and time factors related to travel problems, student schedules, etc.

The actual work of either an advisory committee or a planning board begins with a briefing on the back-

ground of the program to date, an explanation of constraints, such as time (application deadlines), fiscal considerations, and other factors. A discussion of the perceived alternatives and the establishment of operational procedures are also necessary. The board or committee itself, in its discussions and deliberations, may generate new ideas and alternatives to be considered. To be of greatest value, they should be encouraged to do so.

While there are numerous similarities between advisory committees and planning boards, the differences are significant. The scope of advisory committee responsibility can be broad, as suggested in the list of key points for consideration which appears later in this chapter. Generally, every advisory group has several options, including **proposing** a course of action, or **commenting** on proposals submitted to it. Final decisions, however, are not theirs to make. An advisory committee may influence policy decisions, but does not make them. It may review resumes and recommend applicants for a staff job, but it does not control final selection. An advisory group can express its priorities, but does not determine the final ordering of tasks. It behooves decision makers to give careful consideration and thoughtful attention to the advice of such groups. The weight of their advice is often a reflection of the care and thoroughness of their work. Unlike a planning board, they have the option of proposing alternative courses of action, or majority and minority reports. These options should be a last recourse, and generally an advisory committee should seek resolution of differences so that a single course of action or policy can be recommended which best meets the needs of the population to be served, as well as those of the larger community. An effective advisory committee will usually need assistance in securing the information needed to generate informed and valid recommendations. The extent and type of this assistance depends largely on the nature and complexity of the issues and programs. This assistance can be secured from such sources as paid or volunteer consultants (including members of the community who have awareness and expertise), staff assigned to the project, and staff assigned specifically to support the committee's work.

In contrast to advisory committees, planning boards generally exercise greater authority. Such authority ranges from requiring several agencies to reconcile differences before a proposal is approved, to inclusion or exclusion of particular activities in a plan. Indeed, under existing laws and regulations, certain planning agencies have clear authority to approve or disapprove proposals within their assigned area. This authority is usually defined in detail in legislation, and frequently, there are clearly defined provisions regarding size, composition and procedure for their establishment. In some cases, planning is established as one of several functions of these agencies, while in other cases they may be limited to deal only with planning issues.

The extent of responsibility of planning boards in planning and program implementation is illustrated in three planning groups currently operating or being formed: Area Agencies on Aging, Health Systems Agencies, and Community Action Agencies. Membership requirements for the governing bodies of each

of these structures are defined in legislation and regulation, as are also responsibility and authority. The governing bodies of these agencies are provided with resources with which to carry out their planning functions.

Current CETA manpower programs and Community Development Block Grants are two programs which require the use of published summaries of plans (usually in conjuction with other provisions) with the opportunity for timely citizen review and comment on the full proposal. The regulations call for the use of publications with general circulation and readership in the areas to be served by the programs. There are, however, supplementary methods which can be used to encourage public review and response. In fact, under HUD guidelines considerably more is required than simply the publication of the plans. To augment the officially required publication, news announcements regarding features of the plans, television news, newspaper reviews, interviews, mailings and the use of a "hotline" telephone arrangement are urged to provide information to citizens and to encourage citizen interest and response.

Public meetings or informal hearings at which appropriate officials can be involved directly with citizens in discussing ideas and concerns that need consideration in preparing plans are a further way of involving citizens in a useful and meaningful process. For example, HUD guidelines require citizen participation in the formation of Community Development plans, and the public meeting is often incorporated as one part of that process. The public meeting should not be confused with **official hearings,** which also may be required. This is the case with plans developed by Area Agencies on Aging and Community Development plans, for example. Official hearings are subject to a variety of local, State and Federal regulations and unfortunately, often provide little opportunity to exchange views and information and virtually no opportunity for working out program and policy concepts. Official hearings, however, are an essential process because they provide a means of receiving the considered views and prepared position papers of those who testify and often result in revisions to proposals being considered which reflect the views articulated at the hearing.

To assist the various officials and others who have responsibility for the administration of citizen participation, a series of five review lists follow which outline considerations for effective planning and implementation of citizen participation procedures. The use of these checklists may contribute to carefully planned and effective procedure. At a minimum, they help those responsible for administering the mechanisms to avoid pitfalls.

I. Key points for planning participation by citizens

Citizen participation serves government and citizens best when it is a carefully planned and integral part of the public administration process. Critical points at which the administrative process needs to account

for the role of citizens include:

- Development and review of needs studies and assessments
- Development of priorities within the total program and budget as well as specific programs
- Policy development
- Planning programs and services, etc. within specific program areas
- Budgeting
- Explicit or mandated requirements of Federal, State or other programs
- Implementation of programs
- Planning and participation in monitoring and evaluation
- Development of recommendations for modification or continuation of programs

II. Factors to be considered in effective planning for citizen participation

While the following factors are generally applicable to all situations calling for citizen involvement, specific requirements and needs will vary from program to program.

- The organizational authority for the participative process
- The defined responsibilities of the participating citizens
- Procedures for the selection of citizens
- The staff and budget support needed both for the process of selecting citizens to participate and for their efforts when selected
- A procedure to review or investigate complaints or grievances about the selection of citizens and the operation of committees, councils, etc., including the process for response after a review is completed
- The means by which information is to be made available to participants
- The role of citizens in the development of a citizen participation plan or process

III. Components of a specific plan for Citizen Participation

Either with reference to an overall plan or a specific component, a plan for citizen participation should include:

- A statement of the project goals and the goals of participation
- A statement delineating responsibilities, including the relationship of the program to the organization and the roles of participating citizens, staff and the department or unit to which it relates
- Identification of constraints which need to be considered - time, budget, etc.
- A statement identifying provisions of pertinent local, State and Federal codes, including procedures for filing citizen complaints and requests for review

- A statement of the procedures to be followed for establishing dates of meetings, hearings, etc., how they get on the master calendar, and who disseminates information
- Definition of procedure for reports and recommendations, -- when, who should receive, etc.
- A plan for dissemination of information

IV. Activities which encourage and support citizen participation

Meetings with Citizens

- An open door policy which provides for the accessibility of officials to the citizenry
- Office meetings of officials with individuals or small groups for discussion of public policy, programs, etc.
- Meetings with Community Organizations
- Use of Citizen's Committees, Advisory, Planning and other councils
- Public hearings
- Informal briefings and discussions of priorities, goals, programs, budget, etc.
- Provision of bilingual services where appropriate

Provision of Information

- Provide timely and accurate answers to queries
- Provide announcements of plans, programs, hearings, etc., through new and public service programs of the media (bilingually where appropriate)
- Have copies or summaries of reports, proposed legislation and other materials available (bilingually where appropriate) for those interested
- Have outlines of public procedures available for distribution to the public on planning, budget, legislative procedures, etc., including identification of key stages and timetables and how and when to make best input
- Provide easy access to available background materials
- Release and keep available the evaluative standards and procedures for each program
- Prepare and provide adequate background material for public hearings together with clear information on the steps to take when testifying at the hearing or filing written testimony
- Periodic programs and legislative briefings for community leaders and staff of consumer-oriented organizations

V. The Public Hearing

The public hearing is a basic procedure in American government. Hearings range from informal procedures, with a minimum of standards specified by law, to formal hearings for which detailed rules have been established governing their conduct. In general, the following checklist can be applied to any public hearing. This list has been developed to suggest steps which maximize the value of the public hearing

process as a means of securing broad and germane expression of public viewpoints.

In addition to the use of this checklist, the parties responsible for the conduct of a public hearing must consult and comply with appropriate local, State and Federal codes. Federal codes frequently include provisions which must be followed when local regulations do not apply or in addition to the rules of the affected jurisdiction.

PUBLIC HEARING CHECK LIST

PRE-HEARING PREPARATION

_____ Do hearing plans conform to applicable local, State and Federal codes?

_____ Do public notices cover the 5 Ws - Who, What, When, Where, and Why, and include the procedure to be followed by a person who wants to testify?

_____ Has notice been given to parties of known or presumed interest in the subject of the hearing?

_____ Have news and public service announcements been made - especially for hearings on subjects which should be of concern to the larger community or significant population groups?

_____ Has notice been provided to social service, educational, and public interest groups and other agencies which work with people who will be affected by the subject of the hearing?

_____ Has the hearing been timed so that results of the hearing can realistically be included in the revised program, the amended or substitute application or the legislation and budgets?

_____ Is there enough lead time for adequate notice so that people who may want to participate can prepare well?

_____ Are briefings planned to give the media the substance of the issues in addition to the notice itself.

_____ Have sufficient pre-hearing discussion and information sessions been carried out to provide information to the community and to focus attention on the issues involved?

_____ Have complex issues been converted to clear briefing packets or memoranda to assist the public in dealing with the subject?

_____ Are information, packets, charts, etc. clear, concise and accurate?

_____ Based upon an assessment of the subject and probable interest, have plans been made for sufficient space, enough materials, etc.?

_____ Have bilingual services been arranged where appropriate?

PHYSICAL ARRANGEMENTS

_____ Is the location of the hearing convenient for and accessible to the public?

_____ Is the room adequate for the anticipated attendance and any special exhibits needed?

_____ Do room arrangements meet the needs of hearing officials, staff and the public (including those with special needs, such as the elderly and handicapped when testifying)?

_____ Are arangements such as to minimize confusion, commotion, and embarrassment as people arrive and leave and as people are called upon to testify?

AT THE HEARING

_____ Has provision been made for necessary stenographic or other recording services as required by law or desired for purposes of record?

_____ Has enough time been allocated to hear all those who wish to speak?

_____ Are hearing officers prepared to deal with questions related to clarification of issues, positions or correction of erroneous information or assumptions?

_____ Is back-up personnel available to deal with technical questions in "layman's" language?

EVALUATING CITIZEN PARTICIPATION

Essentially, all evaluation consists of measuring performance against standards. This allows the evaluator to determine how well the performance meets standards which have been agreed upon.

In discussing the standards governing citizen participation, it is important to understand the basic purposes of citizen participation. There are several accepted purposes. The first and perhaps the clearest purpose is to comply with the laws that require citizen participation. Thus, if the law or regulation demands that citizen representatives be residents within a certain target area, it is clear that compliance with that law, and thus for the evaluator, acceptable behavior, requires that the credentials of the citizen representatives be in order.

Another purpose of citizen participation, and thus another source of the standards for evaluating citizen participation, is to inform citizens of the decisions that will affect them, and to allow them to participate in the making of those decisions. From this purpose flow several standards, two of which are that "adequate information is provided to citizens on the issues and the content of decisions to be made," and that "citizens are given adequate time to study proposals before losing the opportunity to voice their opinions." By reviewing the purposes of citizen participation anyone can develop the standards against which to measure acceptable or adequate citizen participation. The following is a listing of suggested standards. The list should not be considered exhaustive and other standards can be added as seems reasonable.

Standards for Evaluating the Adequacy of Citizen Participation

1. Adequate notification of public meetings given, with full use of the media to assure widest publication.
2. Spokespersons and representatives of interest groups meet the criteria established by Federal or State regulations.
3. Persons are selected who are genuine representatives of their interest groups, and not simply the most vocal advocates.
4. Citizens are given timely access to issues, information, and critical areas for decision making so that their deliberations can be fully informed.

5. The opinions, positions, expressed needs and desires of the citizens form a part of the deliberations and decision making of the local government in the spirit as well as the letter of the laws and regulations.

From each of these standards will flow quite naturally questions and points of analysis. The responses to these questions should then be analyzed to reveal the extent to which the citizen participation behavior reaches the standards set by the evaluators. The following are examples of questions which might be asked of both local elected officials, as well as citizens, to determine whether the standards described in numbers 2 and 3 above are met.

1. How many members of a constituency does the spokesperson(s) represent?

2. In what neighborhoods do most of the constituents and spokesperson(s) live?

3. What are the characteristics of the constituents in terms of race, sex, age, ethnic identity, economic status? Are there disabled and handicapped people or veterans among the constituents? Are there any segments of the constituency which the group does not represent?

Point of Analysis *(for questions one through three)*
How do these responses compare to the legislative or regulatory requirements?

4. Are there one or more additional groups who claim to represent the same constituency or overlapping constituencies?

5. Are the spokespersons for the group selected in accord with required procedures? Was there an opportunity for all of the constituents to participate in their selection?

Point of Analysis *(for questions four and five)*
Do selection procedures conform to the Federal/State mandates?

6. Do spokespersons have the authority to speak for the group? Do the spokespersons reflect the viewpoint of those they represent? Are the spokespersons effective in communicating the group's position? Do the group's spokespersons have a mechanism for keeping in touch with the opinions of the constituents?

Point of Analysis *(for question six)*
Is it certain that our procedures have provided for citizen access and participation in a fair way?

These questions should serve as examples of questions which one would ask for each of the standards cited above, or for any additional standards which may seem reasonable. By analyzing the responses to the questions the evaluators can determine the adequacy of the citizen participation mechanisms or processes. Individual needs will determine how exhaustive the evaluation must be, but these principles should serve as guidelines for any evaluation effort undertaken.

QUESTIONS AND ANSWERS ABOUT CITIZEN PARTICIPATION

Q. **What are the values of citizen participation?**

A. The values of citizen participation fall into three broad categories:

"1. A means of mobilizing unutilized resources -- a source of productivity and labor not otherwise tapped.
2. A source of knowledge -- both corrective and creative -- a means of securing feedback regarding policy and programs, and also a source of new, inventive and innovative approaches.
3. An end in itself-- an affirmation of democracy . . ."[1]

There are other values which should be considered. Citizens, for their part, benefit from a program which is sensitive to their concerns. An administrator or an agency may often find that the process creates awareness of the programs and the constraints within which they are administered. Frequently citizens who have participated in the process are in a unique position to interpret the need for a program or to support continuation or modification of a particular program.

Q. **There are many organizations in our community which are usually active in citizen participation. In what ways can our government work more successfully with these groups?**

A. By keeping them **all** fully informed of plans, programs and decisions affecting them and their constituents and by actively soliciting their advice, counsel, and feedback before plans and decisions are made final. It is equally important to deal fairly with all groups having an interest in the development of a particular program or community project. Playing one group off against another, will, in the long run, weaken community support.

[1]Cahn, Edgar S. and Passett, Barry A., ed. *Citizen Participation; A Case Book in Democracy;* New Jersey Community Action Training Institute; May 1969, p. 14.

In the preface to a series of pamphlets on Community Development prepared in 1960, the U.S. Chamber of Commerce made these observations:

> "No single organization in any community -- including the local government and chamber of commerce -- has within itself all of the resources required to accomplish balanced community development.
>
> "The methods and procedures now being used by communities have not proved to be wholly adequate for solving many of the complicated and controversial community development problems.
>
> "Some procedure to ensure broader and more effective citizen participation will be required for dealing with many of these problems.
>
> "Existing community organizations and institutions, with coordinated leadership and widespread citizen understanding and support, can find ways to develop acceptable local solutions to even the most difficult problem."

Q. **There are many groups and individuals who are usually "silent" in spite of our efforts at citizen participation. How do we get these people motivated and involved?**

A. First determine why they do not participate. If you can pinpoint that, you have come a long way toward determining how to overcome their apathy. Involvement and participation should be solicited in terms of their own self-interest or that of their constituents. The most difficult task in some instances is that of convincing citizens of the potential impact of their interest and involvement in the programs in their communities which affect their lives -- of cutting through the skepticism which has been built up -- thereby letting the people know that they will be "listened to." This is especially difficult in those instances where citizen participation has not been established as an effective force in a particular community. Most citizens are willing to respond, however, when they are made aware that they do, in fact, have a meaningful role to play.

Q. **How can we be certain that the groups and individuals involved in the citizen participation process are representative of the entire community?**

A. If you know your community, the people in it, and its leaders, you will know whether an organization is a splinter group, a group that genuinely represents a special interest within the community, one that has broad support, etc. In some instances claims of representation seem acceptable because in reality a vacuum exists -- no one is really representing certain groups or interests. Get out into the community and do your own checking.

Q. Some of the "middle managers" in our government have a tendency to avoid citizen involvement. What should we do?

A. Making citizen participation a matter of administrative policy with set procedures should minimize this tendency. Moreover, as this booklet points out, a large part of citizen participation is prescribed by Federal statutes and regulations. Therefore, "middle managers" do not have the option of "avoiding" citizen involvement. Middle managers should also be made to realize that they carry a large part of the responsibility for the success of the programs which they administer -- and that a large part of that success will be realized through citizen participation.

Q. Is confrontation part of the citizen participation process?

A. Sometimes. One of the best ways to reduce the number and seriousness of confrontations is to have a systematic citizen participation process. When confrontations do occur, it will often be possible to use regular citizen participation procedures in such a way that confrontation can be "de-escalated" to more constructive interaction.

Q. Will citizen participation strengthen or weaken intergroup relations in our community?

A. It may do both. Weak relations will certainly be made weaker if there is a suspicion that government is playing one group off against another, even though some groups will be willing to play that game because they feel they can benefit. On the other hand, improved relations may result if citizen participation is seen as being open equally to all organizations and segments of the community.

Q. **How can we avoid conflicts and bad publicity regarding citizen participation?**

A. De Tocqueville said: "Leave ten people alone in a room and they'll pick a chairman, select a by-laws committee and argue about the name of their newborn group."

With citizen participation there is inevitably going to be conflict or disagreement. It can be minimized, however, by encouraging questions and giving relevant answers, by providing sufficient information with which citizens can make reasonable decisions; by using recommendations made by citizens in the decision-making process, by avoiding the use of people as rubber stamps for decisions which have already been made, and by ensuring that meetings are not turned into vehicles for one-way communication.

Concentrate on keeeping your citizen participation process an effective one that is open to all citizens. Where there is conflict, it is inevitable that there will also be acounts of that conflict in the media. If the system is open you will not need to worry too much about "bad" publicity.

Q. **We have had disappointing results in our efforts to increase attendance at public meetings. What can we do to improve this situation?**

A. Review your citizen participation procedures. Are they organized and systematic? Is notification of public meetings, as well as location, time and subject matter widely disseminated **early** enough to allow people to **plan** to attend? Or is dissemination done on a sporadic, helter-skelter, last minute "we'd better get some kind of word out about this" basis? Are the physical arangements and procedures for participation clearly organized to invite participation, or are they ignored, poorly designed, haphazard, and perhaps even calculated to discourage people from attending a meeting? Is adequate information being disseminated about the **importance** and **nature** of the meeting, or is a simple notification of time and place the order of the day? Overcoming citizen apathy requires long-term efforts. Between public hearings, time and effort must be spent on keeping the public informed and interested if attendance is to be improved.

Q. **Giving notice of public meetings through advertising is expensive. Are there other, more economical approaches?**

A. Keep in mind that not all notices of public meetings have to be made through commercial advertising. Some media outlets operate under licenses requiring a certain number of public service announcements. Check your local radio and television stations regarding the use of their free public service and public affairs announcements. Networks of community organizations can also be used to inform their own constituents of your plans. In addition, take advantage of community newspapers and other inexpensive, grassroots outlets on a non-advertising basis.

Q. **Why do citizen participation requirements vary from program to program?**

A. Because the programs are different and the **goal** of citizen participation is significantly different from program to program, and because the general philosophy, reflected in legislation and policy, has changed over a period of time. Some of the varied goals have been: (1) building a political power base -- Farm Services Administration in the 1930s; (2) gaining popular acceptance for a program -- Selective Service; (3) program maintenance -- early Urban Renewal Programs; (4) institutional reforms -- some of the juvenile delinquency programs of the late 1960s; and (5) attempting to deal with the structural causes of poverty and minority group inequities -- Community Action Programs.

Q. **Citizens often have difficulty in determining the citizen participation opportunities which apply to the various programs. How can we help?**

A. Encourage wide distribution of public information concerning citizen participation requirements and entitlements (including this booklet) and be sure program managers are fully informed themselves.

Q. **How can we stay up-to-date regarding Federal regulations on citizen participation?**

A. This is probably best accomplished through close liaison with the regional offices of the Federal departments and agencies funding programs in your community and with the Federal Regional Council in your region. The *Federal Register* (discussed elsewhere in this booklet) also provides current, detailed information on such requirements.

NATIONAL LEVEL CITIZEN ADVOCACY

The Federal Register

The *Federal Register* is a legal newspaper in which the Executive Branch of the government publishes regulations, orders, and other documents. The Administrative Procedures Act of 1946 (5 U.S.C. 551 et seq.) provides that the departments and agencies of the government must publish proposed rules and regulations in the *Federal Register* prior to the issuance of final regulations. Properly promulgated, regulations published in the *Federal Register* have the force and effect of law.

Prior to the establishment of the *Federal Register*, Congress would often pass legislation which contained both the broad policies of the law **and** specific conditions under which the laws were to be carried out. However, as Congress found itself dealing with more complex legislation and with complicated social, economic and technical issues, it delegated authority to the executive and independent agencies to issue specific regulations under which the laws would be implemented. In this respect, therefore, regulations may be viewed as "delegated legislation."

Issues of the *Federal Register* have four sections: Presidential documents, Rules and Regulations, Proposed Rules, and Notices of general interest, including hearings and meetings which are open to the public. Individuals or organizations with an interest in certain government activities, or regulations, should carefully follow the Proposed Rules section of the *Federal Register*. This section contains the public notice of regulatory action being considered by a Federal agency before it becomes final. At this point, the public is invited to comment – either by letter or at a hearing. The comment period is usually between 30 and 90 days. The *Federal Register* gives detailed instructions on how, when, and where a viewpoint can be expressed. The *Federal Register*, therefore, not only provides an opportunity for the citizen to be informed of his/her rights, obligations, and often, the benefits of government, but also the opportunity to participate in Federal rulemaking decisions.

The *Federal Register* is issued daily, Monday through Friday, with issues running between 150 and 300 pages. Many public libraries and all Federal Depository Libraries have copies of the *Federal Register* on

file. (Your local librarian can direct you to the nearest Federal Depository Library.) Subscriptions are available at rates of $5 per month or $50 per year, and may be obtained by writing the U.S. Government Printing Office, Washington, D.C. 20402.

The staff of the *Federal Register* presents an educational workshop at its Washington office each Wednesday at 9:00 a.m. entitled "The Federal Register: What It Is and How To Use It." This workshop is open to members of the public who are interested in learning to use the *Federal Register*. Reservations to attend may be made by calling 202-523-5282. When this program is given outside of Washington, D.C., it is announced in advance in the *Federal Register*.

National Advisory Bodies

The Federal Advisory Committee Act of 1972, P.L. 92-463, provides for the creation of national advisory bodies to be established by statute, Presidential directive, or at the discretion of an individual Federal agency. They are created to advise and make recommendations to both the President and the agencies and officers of the Federal government. National Advisory Committees can be an important means through which the Federal government can secure expert advice, ideas and diverse opinions. They also provide opportunities for the public to further participate in the governmental decision making process.

National Advisory Committees are responsible to the President or to the head of individual agencies or departments, and work under the general guidance of the Office of Management and Budget. Each agency head is required to establish uniform administrative guidelines and management controls for the advisory committee(s) established for that agency.

Such committees are required to submit at least one annual report to the President or his delegates on their activities, including recommendations. The Executive Branch in turn reports to the Congress, submitting proposals for action with respect to the recommendations contained in the reports.

Membership on National Advisory Committees is by appointment, and is required by statute to be "fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee. . . ." The authorizing legislation also contains provisions to assure that the advice and recommendations of the advisory committee will not be inappropriately influenced by the appointing authority or by any special interest, but will instead be the result of the advisory committee's independent judgment.

Each committee meeting is required to be open to the public, with timely notice of each meeting published

in the *Federal Register*. Regulations also provide for other types of public notice to insure that all interested persons are notified in advance of such meetings. In addition, it is required that records, reports, transcripts, minutes, etc., be made available for public inspection.

The Administration is reviewing all National Advisory Committees to assure the continuation of active committees that provide talent and balanced opinions and contribute to open, effective government.

A partial listing of these may be found in the U.S. Government Manual, published annually by the Government Printing Office. A comprehensive list is available in the Encyclopedia of Government Advisory Organizations, published by the Gale Research Company and available in most libraries.

OTHER AVENUES OF CITIZEN PARTICIPATION

Sub-State Districts

Most citizens are served and affected by at least four types of traditional local government: country, municipality or township, school district, and one or more special districts or public authorities. Increasingly, citizens are served and affected by newer instruments of governance -- generally called sub-state districts (SSDs).

Sub-state districts, usually operating semi-autonomously in county-wide or multi-county jurisdictions, are concerned with area-wide planning, development and administration -- concerns which cannot be met by local government. The development of the sub-state district generally has been the result of area-wide planning incentives provided under the Public Works and Economic Development Act of 1965, the 1965 amendment to Section 701 of the Housing Act of 1934, area-wide review requirements under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966, and Title IV of the Intergovernmental Cooperation Act of 1968 (implemented by OMB Circular A-95).

In most States, governors and legislators have created the sub-state district systems, either by building on previously identified program planning and operation districts (e.g., Economic Development Districts) or by creating new ones after studies and consultation with the appropriate units of general purpose government. While SSDs are essentially aggregates of local jurisdictions, the States play a critical role in boundary designation and technical assistance. As SSDs grow in experience and the concept grows in acceptance by the Congress and State legislators, it is possible that SSDs will be used increasingly as the coordinating unit for the planning and deliverance of Federal and State funded services.

SSDs are generally supported by multiple Federal program funds, many of which are specifically program oriented (e.g., HUD, LEAA, EPA). Many SSDs receive flexible administrative funds from the Economic Development Administration (EDA), while some Regional Commissions also provide flexible funds to SSDs in States they cover. Additionally, SSDs receive funds from State governments and from assessments of local member governments.

SSD governing bodies are usually composed of elected officials from those local governmental jurisdictions included in the SSD, but there may be provisions for more general citizen participation. For example, EDA requires minority representation, proportioned to the population, up to 25%, on the boards of EDA-recognized SSDs. In addition, some States provide for broad citizen participation in their SSD governing bodies. Interested citizens should contact their State planning offices for more information on relevant statutes and regulations.

Office of Management and Budget Circular A-95

Another mechanism which may provide opportunity for citizen input into the planning and development of Federally supported programs derives from the Office of Management and Budget (OMB) Circular A-95. OMB Circular A-95 encourages the establishment of a project notification and review system at the State, sub-state and local levels, to facilitate coordinated planning on an intergovernmental basis. Such a review system also furnishes guidance to Federal agencies for achieving added cooperation with State and local governments in the evaluation, review and coordination of federally assisted programs. The review function is carried out by clearinghouses, usually established by the sub-state planning district (SSD).

With the exception of certain specifically identified programs, OMB Circular A-95 requires agencies of State or local governments and any organizations or individuals applying for Federal funds to initiate, modify, or renew a project to notify the State and area-wide clearinghouse in the jurisdiction in which the project is to be located, of their intent to apply for such assistance. These clearinghouses then are responsible for disseminating project notifications to appropriate State agencies for their review and for coordinating the comments received.

It is the policy of OMB to **urge** clearinghouses to give widespread circulation, within the area affected, of such notifications of intent to apply for Federal project assistance. Thus, opportunity for public comment and reaction to such applications is available in many SSDs through the advisory committee framework. In addition, many clearinghouses routinely distribute lists of such notifications to appropriate groups and adopt a policy of making copies of all applications available for review by interested persons in the clearinghouse office. The A-95 process also provides public agencies charged with enforcing or furthering the objectives of State and local civil rights laws with the opportunity to review project proposals for violations of those laws.

The intent of the A-95 review process is to reduce program duplication, provide for increased project effectiveness and efficiency, address the appropriateness of land uses, the wise development and conservation of natural resources, balanced transportation systems, etc. As a result, proper coordination and public comment is made possible at an early stage in the planning process.

Revenue Sharing

On October 13, 1976 the Congress passed the State and Local Fiscal Assistance Amendments of 1976, P.L. 94-488. This legislation extended the State and Local Fiscal Assistance Act of 1972, P.L. 92-512, which provides for a redistribution of tax monies to State and local units of government for the purpose of meeting locally established priorities. While these priorities are generally set by local officials, the 1976 Amendments provide for citizen involvement in the process of determining uses for their government's revenue sharing monies.

Recipient governments desiring to appropriate revenue sharing funds are required to conduct two public hearings prior to any such appropriation action. The first hearing is known as the "proposed use hearing." Its purpose is to provide the public with an opportunity to suggest or comment on possible uses of revenue sharing funds. The second public hearing is called the "budget hearing." At this time citizens are to be afforded an opportunity to comment and ask questions concerning the entire budget and the relationship of revenue sharing funds to the entire budget. Each recipient government is required to make special efforts to inform senior citizens and the news media (including minority and bilingual news media) within its geographic area of the public hearings.

Public notice announcing both the proposed use hearing and the budget hearing is to be published in a newspaper of general circulation serving the geographic area of the recipient government. Within thirty days of enactment the recipient government must also publish notice of the availability of the enacted budget for public inspection. A report indicating the specific amounts and purposes for which revenue sharing funds are spent must be submitted to the Secretary of the Treasury by each government. The availability of this information for public inspection must be published by the recipient government in a newspaper of general circulation within ten days of the submission to the Secretary.

The use of revenue sharing money must conform with provisions of Title VI of the Civil Rights Act of 1964. Under this law no person shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or part with entitlement funds made available pursuant to the State and Local Fiscal Assistance Act. Provision is made for complaint procedures and appeal rights. Recently several adjudications have been pronounced by the courts resulting in funds having been withheld from governments failing to conform to this legislation.

Protection from discrimination is also afforded by the provisions requiring compliance with guidelines issued under Title VII of the Civil Rights Act of 1964 (29 CFR Part 1607). In addition, recipient governments are expected to conduct a continuing program of self evaluation of their employment recruitment

practices. Federal regulations require the scheduling of selective compliance reviews of these practices by the Office of General Revenue Sharing.

Freedom of Information Act

The Freedom of Information Act (P.L. 93-502) and amendments thereto require each Federal agency to make its records available to any member of the general public upon request except, of course, such records as may fall within the several categories specifically exempted from the provisions of this Act. An individual citizen requesting records need not show need or purpose but must "reasonably describe" such information.

The Amendments, enacted in November 1974, require, among other things that: agencies shall respond to requests for information within ten working days of receipt of such requests; an appeal procedure shall be instituted; should an Agency fail to respond to such a request, the requester may by-pass the Agency's administrative process and go directly into court to sue for production of the requested record. Disciplinary action can be taken against agency employees where appropriate. The name and title of each employee or officer denying records and/or information and the number of denials attributable to each shall be included in an annual report to the Congress.

Explicit guidance on obtaining information under the Freedom of Information Act is available both from the text of the amended Act and in the "Attorney General's Memorandum on the 1974 Amendments to the Freedom of Information Act," including the appendices.

CITIZEN PARTICIPATION REQUIREMENTS

ACTION

CFDA #72.001
Foster Grandparent Program (FGP)

Authorization

Domestic Volunteer Service Act of 1973, Title II, Part B, Section 211(a), P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

Provides grants to public or private non-profit agencies or organizations to provide part-time (20 hours per week) volunteer service opportunities for low-income persons age 60 and over, and to render supportive person-to-person services in health, education, welfare and related settings to children having special or exceptional needs. This is done through the development of community oriented, cost-shared projects.

Citizen Participation

The sponsoring agency or organization is required to establish a Foster Grandparent Advisory Council to advise and assist the sponsor on matters concerning planning, community participation, financial support, project policies, and operational issues. One-fourth of the members are required to be low-income older persons, or their representatives, and may include Foster Grandparents.

New grant applications are required to identify members of the community planning committee. Applications for funding of on-going projects must identify the participating members of the Advisory Council. The application must also establish that the members are broadly representative of the community and are aware of

their responsibilities.

ACTION monitors on-going projects to assure that the Advisory Council is active and functioning in accordance with regulations.

CFDA #72.002
Retired Senior Volunteer Program (RSVP)

Authorization

Domestic Volunteer Services Act of 1973, Title II, Part A, as amended, P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

Provides grants to public or private non-profit community service organizations to develop a wide variety of community volunteer service opportunities for persons 60 years of age and over. These service opportunities are developed throughout the community, in hospitals, schools, courts, day care centers, libraries, etc., and make possible a recognized role in the community and a meaningful life in retirement for the volunteers. Local programs also arrange for transportation for the RSVP volunteers as needed.

Citizen Participation

Applications for grants are developed by ad hoc community advisory groups. Upon receipt of the initial grant award, an RSVP Advisory Council must be formed by the sponsor, with the advice of the advisory group that developed the application.

The Advisory Council provides the sponsor with advice and assistance on selection and dismissal of the project director, project development, community and financial support, formulation of policies, resolution of basic issues, enrollment and withdrawal of Senior Volunteers, and other significant matters.

Membership on the Advisory Council shall be broadly representative of the community and shall include senior volunteers. Community representatives may be from voluntary organizations, industry, labor, government, volunteer stations, minority groups, and persons capable of making significant contributions to the project. One-fourth of the members of the Advisory Council must be age 60 or over.

CFDA #72.003
Volunteers in Service to America (VISTA)

Authorization

Domestic Volunteer Service Act of 1973, Title I, Part A, P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

At the request of community groups, VISTA provides full-time volunteers to assist in the mobilization of community resources and to supplement the efforts of such groups to eliminate poverty and poverty-related human, social and environmental problems. This program enables persons from all walks of life and all age groups to perform meaningful and constructive service as volunteers in situations where the application of human talent and dedication may help the poor to overcome the handicaps of poverty and to secure opportunities for self advancement.

Citizen Participation

Section 106 of the legislation requires meaningful participation of project beneficiaries in the planning, development, and implementation of project activities. ACTION regulations require

that prior to the submission of an application to ACTION for volunteers by a potential project sponsor, such sponsor shall establish an advisory group, the membership of which must include a substantial number of project beneficiaries.

The advisory group is required to assist the sponsor in the initial planning of a new project proposal, in the development of applications for refunding of on-going projects, and in reviewing and providing written comments on the applications prior to submission to ACTION. The advisory group is required to meet with the staff of sponsoring organizations at periodic intervals (no less than twice per project year) for the purpose of reviewing and commenting on the development and implementation of the project. Such project review and commentary is to assure the adequacy of the project in meeting the identified needs of the project beneficiaries.

CFDA #72.004
University Year for ACTION (UYA)

Authorization

Domestic Volunteer Service Act of 1973, Title I, Part B, P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

Provides grants to institutions of higher learning, or associations of such institutions, to expand the use of full-time university undergraduate and graduate student volunteers, faculty assistance, and other university resources, in problem solving projects in poverty communities.

Citizen Participation

Subject to requirements under CFDA # 72.003.

CFDA #72.005
National Student Volunteer Program (NSVP)

Authorization

Domestic Volunteer Act of 1973, Title I, Part B, Section 114, P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

Provides assistance to secondary and post-secondary institutions to endorse, support and promote the concept of service-learning programs which enhance learning while enabling students to participate in responsible and productive community service efforts. Such efforts are designed to eliminate poverty and poverty-related human, social and environmental problems.

Citizen Participation

Each service-learning program is locally sponsored and supported. Program goals, objectives, activities and procedures are developed and carried out in accordance with needs of the local community and the interests and abilities of the student volunteers themselves.

CFDA #72.008
Senior Companion Program (SCP)

Authorization

Domestic Volunteer Service Act of 1973, Title II, Part B, Section 211 (B), as amended, P.L. 93-113; 42 U.S.C. 4591, et seq.

Program Description

Provides grants to public or private non-profit agencies or organizations to make available part-time (20 hours per week) service opportunities for low-income persons age 60 and over, and to provide supportive person-to-person services to

persons (other than children) with special or exceptional needs. This is done through the development of community oriented, cost-shared projects.

Citizen Participation

The sponsoring agency or organization is required to establish a Senior Companion Program Advisory Council which shall advise and assist the sponsor in planning, support related project operations, and conduct an annual appraisal of the local program. One-fourth of the members are required to be low-income older persons, or their representatives, and may include senior companions.

Also subject to requirements under CFDA #72.001.

CFDA #72.009
Youth Challenge Program (YCP)

Authorization

Domestic Volunteer Act of 1973, Title I, Part B, Section 114, P.L. 93-113; 42 U.S.C. 4951, et seq.

Program Description

Provides grants to high schools, community or junior colleges, colleges, or other public or private, non-profit organizations to create and expand opportunities for young people age 14 to 21 to help solve poverty and poverty-related human, social and environmental problems while pursuing personal, career, and educational growth.

Citizen Participation

Subject to requirements under CFDA #72.003.

APPALACHIAN REGIONAL COMMISSION

CFDA #23.001
Appalachian Regional Commission

Authorization

Appalachian Regional Development Act of 1965; P.L. 89-4 as amended by P.L. 90-103; P.L. 91-123; P.L. 92-65; and P.L. 94-188: 40 App. U.S.C. 1-405.

Program Description

The Appalachian Regional Commission (ARC) is a joint effort in cooperative development and Federal-State coordination. Its partnership with Federal, State, and local levels of government includes specific responsibility being assumed at each level: all formal actions of the Commission require an affirmative vote from the Federal Co-chairman and a majority of the States; all project proposals and development programs must be submitted from the State level; and all programs must be coordinated with multi-county local development districts (LDDs) to reflect local priorities. Together, these requirements have established a coordinated system for undertaking a large and diversified development program for the benefit of the Appalachian region.

ARC's objectives and development efforts are to stimulate substantial public investments in public facilities that will start the region toward accelerated social and economic development; to help establish a set of institutions in Appalachia capable of permanently directing the long-term development of the region; and on a joint Federal-State-local basis, develop comprehensive plans and programs to help accomplish the overall goals of Appalachian development, including meeting the special demands created by the nation's energy policies.

Citizen Participation

Public participation is required by the 1975 amendments to the Appalachian Regional Development Act. Section 107(b) of 1975 Amendments states that, "Public participation in the development, revision, and implementation of all plans and programs under this Act by the Commission, any State or any local development district shall be provided for, encouraged, and assisted. They shall develop and publish regulations specifying minimum guidelines for such public participation, including public hearings." In accordance with this Section of the Act ARC developed regulations and guidelines assuring public participation in the State and regional planning process. These regulations (Resolution 417) require that each State and each LDD develop and implement procedures that will assure an adequate opportunity for the affected public to participate in the State and regional planning process.

Statements showing compliance with Resolution 417 have to be submitted to ARC by each State prior to preparing their next annual State Appalachian Development plan and Annual Implementing Investment program. Such statements must include a description of provisions for public participation in meetings, hearings, committee sessions, public forums, work sessions, advisory groups, and so forth. In addition the statements are required to include a description of the use of news media, reports, surveys, and other methods that will be used to inform the public and obtain responses.

Each State has some flexibility in developing its procedures to conform to State laws and the preferences of their citizens but, at a minimum they must ensure: (1) that earliest practicable notice is given to the public of the fact that Appalachian plans and programs, including contributions to any such plan or program, are to be developed, together with the address to which inquiries and recommendations can be directed; (2) that the public be informed in a timely fashion, of the availability of copies of draft plans and programs material, the dates, places and agenda of hearings or meetings; (3) that reasonable public opportunity to inspect draft material is provided before hearings or meetings; (4) that such number of hearings or meetings as will assure, considering the size and dispersion of the population, an adequate opportunity for public participation in the development of plans and programs; and (5) that steps are taken to prepare a record of the substance of such hearings or meetings, including minutes, reports, summary statements, submission of formal statements by participants, and so forth.

At the local level, the Appalachian development districts through their enabling legislation and by-laws have practices and procedures for public participation in all aspects of their development programs. Citizens are involved in setting goals, objectives, policies, and priorities, as well as identifying projects and programs for funding in each LDD's annual development program. The public hearing is the most common LDD practice for obtaining citizen input throughout the Appalachian region. Citizens, however, also make up advisory committee and special ad hoc committees when the need arises. The committee structure is perhaps the most frequently used forum for continuous citizen participation. Once citizens, through the committee structure, have determined what they consider important to the development

of the LDD, their recommendations are reviewed and approved by the district's Board of Directors.

LLD Board membership is made up of elected officials and citizens from each member government that participates in the LDD program. The citizen member is a voting member of a district's Board. In addition, representation from local public and private organizations is solicited.

Note: Other regional commissions are administered under the Department of Commerce. *See page 51.*

DEPARTMENT OF AGRICULTURE

FOOD SAFETY AND QUALITY SERVICE

CFDA #10.475
Assistance to States for Intrastate Meat and Poultry Inspection
(Meat and Poultry Inspection State Programs)

Authorization

Wholesome Meat Act, P.L. 90-201; 21 U.S.C. 601-624, 641-645, 661, 671-680; Federal-State Cooperative Act, P.L. 87-718; 7 U.S.C. 450; Wholesome Poultry Products Act, P.L. 90-492; U.S.C. 451-469.

Program Description

It is the intent of the program to assure the consuming public that meat and poultry, and meat and poultry products, are wholesome, unadulterated, and properly labeled. The Department cooperates with appropriate State agencies in developing and administering State meat and poultry inspection programs in any State which has enacted a State meat and poultry inspection law imposing mandatory antemortem and postmortem inspection, reinspection, and sanitation requirements.

Citizen Participation

The Secretary is authorized to appoint an advisory committee in each cooperating State, consisting of representatives of appropriate State agencies, to consult with him concerning State and Federal programs for meat and poultry inspection.

AGRICULTURE STABILIZATION AND CONSERVATION SERVICE (ASCS)

CFDA #10.054
Emergency Conservation Measures

Authorization

P.L. 85-58 (Third Supplemental Appropriation Act, 1957); 16 U.S.C. 590(h).

Program Description

Provides cost-sharing assistance to farmers to enable them to perform emergency conservation measures needed to solve new conservation problems created by natural disaster. Cost-sharing is used to correct problems which are unusual in character, and, except for wind erosion, are not the type which would recur frequently in the same area. The damage is normally so costly to rehabilitate that Federal assistance is required to return the land to productive agricultural uses.

Citizen Participation

Requirements are not specifically defined by statute or regulation. The ASC county committees, which are elected by the farmers in the area, are responsible for the administration of the program.

CFDA #10.062
Water Bank Program

Authorization

Water Bank Act, P.L. 91-559

Program Description

The purpose of the program is to conserve surface water, preserve and improve migratory waterfowl habitat and wildlife resources, and secure other environmental benefits and agricultural production limitations. Annual payments are made to farmers in exchange for which farmers agree not to burn, drain, fill or otherwise destroy the wetland character of such areas and not to use areas for agricultural purposes. Agreements for a period of ten years are signed with farmers at a specified cost per acre under agreement.

Citizen Participation

Program regulations are published in the *Federal Register,* but do not specifically address citizen participation requirements. Many interested wildlife groups participate in developing areas which are designated as waterfowl flyways. The program is administered by ASC county committees. Note requirements under CFDA #10.054.

CFDA #10.063
Agricultural Conservation Program

Authorization

Soil Conservation and Domestic Allotment Act, P.L. 74-46, Sections 7-15, 16(a) and 17, as amended; P.L. 74-46; 16 U.S.C. 590(d), 590(g), 590(o), 590(p)(a) and 590(q).

Program Description

The program stimulates and helps farmers, ranchers and woodland owners, through cost-sharing, to carry out approved soil, water, woodland and wildlife conservation practices, assure wise use and adequate protection of the nation's agricultural lands, and improve man's total environment, with direct benefits to the public.

Citizen Participation

Program regulations are published in the *Federal*

Register, but do not specifically address citizen participation. Program development groups at local, State and national levels invite input from many interested groups and organizations. Program is administered by ASC county committee.

CFDA #10.064
Forestry Incentives Program

Authorization

Agriculture and Consumer Protection Act of 1973, P.L. 93-86, Title X, Sections 1009 and 1010.

Program Description

The program is designed to increase the supply of timber, primarily to meet the demands for construction materials. This is done through a combination of public and private investments on the most productive sites on eligible individual or consolidated ownerships of efficient size and operation.

Citizen Participation

Program is announced through news media and notices to all applicants and private forest owners on record, and to all interested agencies and agricultural organizations. Program is administered through ASC county committees. Note requirements under CFDA #10.054 regarding ASC committees.

COOPERATIVE STATE RESEARCH SERVICE

CFDA #10.202
Cooperative Forestry Research

Authorization

Cooperative Forestry Research Act of 1962, P.L. 87-788; 16 U.S.C. 582a-582a-7; Educational Amendments of 1972, P.L. 92-318; 16 U.S.C. 582a-7.

Program Description

The program's purpose is to encourage and assist land grant and other publically supported forestry schools to conduct research and train scientists in the area of forestry. Funds are provided on a formula basis to State schools of forestry cooperating in the program.

Citizen Participation

The Cooperative Forestry Research Act requires citizen participation in the formula fund program at the Federal level by providing for the establishing of a National Advisory Board and an Advisory Committee. The composition of the Board consists of not less than seven officials of the forestry schools of the State-certified eligible colleges and universities chosen by a majority of these schools.

The Advisory Committee, appointed by the Secretary, is constituted to give equal representation to Federal-State agencies concerned with developing and using the nation's forest resources and to the forest industries. The Secretary is required to consult with the Advisory Committee at least once a year.

FARMERS HOME ADMINISTRATION (FmHA)

CFDA #10.405
Farm Labor Housing Loans and Grants
(Labor Housing)

Authorization

Housing Act of 1949 as amended, Sections 514 and 516; Public Laws 89-117 and 89-754; 42 U.S.C. 1484 and 1486.

Program Description

Labor housing loans are made by FmHA to individual farm owners, associations of farmers, State or political subdivisions, or non-profit organizations of farm workers. Loans are made to provide decent, safe, and sanitary low-rent housing and related facilities for domestic farm labor when there is a pressing need for such facilities in the area. Labor housing project grants can be made in connection with labor housing loans when there is reasonable doubt that the housing can be provided without grant assistance.

Citizen Participation

Requirements are not specifically defined by statute or regulation. However, experience indicates that for projects of 25 units or more, public involvement normally occurs through the OMB Circular A-95 review process.

CFDA #10.418
Water and Waste Disposal Systems for Rural Communities

Authorization

Consolidated Farm and Rural Development Act, P.L. 92-419, Section 306; 7 U.S.C. 1926.

Program Description

Provides project grants from FmHA to assist municipalities, counties, and other political subdivisions of a State, such as districts and authorities, associations, cooperatives, non-profit organizations, and Indian tribes on Federal and State reservations and other Federally recognized Indian tribes. Grants are used for water and waste disposal projects serving the most financially needy communities to reduce user costs to a reasonable level. Funds may be used for the installation, repair, improvement, or expansion of such projects. All facilities financed shall be for public use, however, such facilities shall primarily serve rural residents.

Citizen Participation

Requirements are not specifically defined by statute. However, borrower officials are expected to organize and manage the facility for which funds have been approved by FmHA. Citizens in a community would also normally be involved relative to determining the need for a water or waste disposal system.

CFDA #10.420
Rural Self-Help Housing Technical Assistance
(Section 523 Technical Assistance)

Authorization

Housing Act of 1949, P.L. 89-117, as amended; and P.L. 89-754; 42 U.S.C. 1490c.

Program Description

This program provides project grants from FmHA to aid low-income families in carrying out mutual self-help housing efforts in rural areas. Grants are awarded to qualified States or political subdivisions, or non-profit corporations having the financial assistance necessary to pay part or all of the cost of development, administering, or coordinating effective programs of technical and supervisory assistance.

Citizen Participation

Subject to requirements under CFDA #10.405.

EXTENSION SERVICE

CFDA #10.500
Cooperative Extension Service

Authorization

Smith-Lever Act, as amended, 7 U.S.C. 341-349; District of Columbia Public Post-secondary Education Reorganization Act, D.C. Code Section 31-1719; Rural Development Act of 1972; 7 U.S.C. 2661-2668; Farmer-to-Consumer Direct Marketing Act of 1976; 7 U.S.C. 3001-3006.

Program Description

Grants are made to land-grant institutions which, through State and county extension service personnel, provide educational and technical assistance to (1) farmers, producers, and marketing firms on how to apply new technical developments emanating from agricultural research; (2) community organizations to develop natural, economic, and human resources; (3) homemakers and youth in the areas of food and nutrition, home management, family economics, child development, and parent education; and (4) 4-H youth in the areas of leadership development and career guidance through work projects, demonstration projects, camping, and achievement programs.

Citizen Participation

Except for programs carried out under Title V of the Rural Development Act of 1972, and the Farmer-to-Consumer Direct Marketing Act of 1976, citizen participation in Extension Service programs is not specifically defined by statute or regulation. However, Extension Service programs are designed and priorities are established through a high degree of involvement of local people with Extension Service staff in determining programs to meet local needs. Local leaders who serve on Extension program and advisory committees are usually active participants in a variety of other organizations and special interest groups on a local, State, regional, and national basis. Through such participation private interests have a direct impact in determining State and national Extension policies and program priorities.

For those Extension programs carried out under Title V of the Rural Development Act of 1972, the statute requires that a State Rural Development Advisory Council be appointed consisting of not more than 15 members. At least ten mem-

bers will include persons representing farmers, business, labor, banking, local government, multi-county planning and development districts, public and private colleges and federal and State agencies involved in Rural Development. The function of the Council is to review and approve annual program plans and to advise on matters pertaining to the programs authorized.

The Farmer-to-Consumer Direct Marketing Act of 1976 requires that the Secretary of Agriculture shall take into account consumer preferences and needs which may bear upon the establishment and operation of arrangements for direct marketing from farmers to consumers. State Departments of Agriculture or State Cooperative Extension Services should be contacted for details on specific projects. Information may also be obtained by contacting the USDA's Agricultural Marketing Service, or Extension Service, Washington, D.C. 20250.

FOOD AND NUTRITION SERVICE

CFDA #10.550
Food Distribution *(Food Donation Program)*

Authorization
P.L. 320, as amended; et seq., 7 U.S.C. 612(c).

Program Description
Grants are allocated on the basis of need to assist States in meeting operating expenses incurred in distributing food to needy families. Budgets are submitted annually by the appropriate State distributing agency.

Citizen Participation
Regulations governing the operation of the program are published in the *Federal Register* with a time period for public comment before the issuance of the regulations in final form. Any member of the public may provide comments and recommendations for modification of proposed regulations.

Significant proposed regulations with summaries are submitted in advance to the Advisory Commission on Intergovernmental Affairs.

CFDA #10.553
School Breakfast Program

Authorization
Child Nutrition Act of 1966, as amended, 42 U.S.C. 1773a.

Program Description
State agencies are reimbursed at legally specified rates for breakfasts served in schools free, at reduced price, or at full price to paying children. Breakfasts in especially needy schools are reimbursed at a higher rate. Rates are adjusted to reflect changes in Consumer Price Index (CPI) for cost of food away from home.

Citizen Participation
The National School Lunch Act provides a mechanism for citizen participation in the form of the

National Advisory Council on Child Nutrition. The Council has 15 members, appointed by the Secretary of Agriculture, and is composed of persons from all organizational levels of child nutrition programs, including experts in nutrition. The function of the Council is to make a continuing study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and any related Act under which meals are provided for children. The Council submits an annual report of the results of the study with recommendations for administrative and legislative changes. Members serve for a term of 3 years.

Regulations governing the operation of the child nutrition programs are published in the *Federal Register* with a time period for public comment before issuance in final form. Any member of the public may provide comments and recommendations for modification of proposed regulations. Significant proposed regulations are submitted in advance to the Advisory Commission on Intergovernmental Affairs.

CFDA #10.554
Nonfood Assistance for School Food Service Programs

Authorization

Child Nutrition Act of 1966, as amended, 42 U.S.C. 1774a.

Program Description

Grants are made to State agencies to aid schools drawing attendance from areas in which poor economic conditions exist, to purchase equipment needed to establish, maintain, and expand food service. One-third of the funds are reserved for schools without the facilities to prepare or receive hot meals. The funds are apportioned to the States on the basis of the number of children to be affected, and may be used to pay up to 75 percent of the cost of the equipment. For especially needy schools, the matching requirement is waived.

Citizen Participation

Subject to requirements under CFDA #10.553.

CFDA #10.555
National School Lunch Program

Authorization

National School Lunch Act of 1946, as amended, 42 U.S.C. 1752 and 1759(a).

Program Description

Funds are made available to States to reimburse public and non-profit private schools for lunches served free, at reduced price, or at full price to paying children. Meals are reimbursed at rates set by law which are adjusted twice a year to reflect changes in the cost of food away from home. All participating schools must agree to serve free and reduced price meals to eligible needy children.

Citizen Participation

Subject to requirements under CFDA #10.553.

CFDA #10.556
Special Milk Program For Children

Authorization

Child Nutrition Act of 1966, Section 3, 42 U.S.C. 1772.

Program Description

Funds are made available to States to reimburse participating schools and child care institutions

for milk served to eligible children. The reimbursement rate is set by law and is adjusted annually to reflect changes in the Consumer Price Index for the cost of food away from home. Milk served free to needy children is reimbursed at full price.

Citizen Participation

Subject to requirements under CFDA #10.553.

CFDA #10.557
Special Supplemental Food Program for Women, Infants and Children (WIC)

Authorization

Child Nutrition Act of 1966, Sec. 17; 42 U.S.C. 1771.

Program Description

Grants are made to State Health Departments to make nutritionally desirable foods available to pregnant or lactating women, infants, and children, through local public or non-profit private health agencies. Funds must be expended to purchase supplemental foods for participants or to redeem vouchers issued for that purpose. A portions of the funds may be used for State and local agency administrative costs, which must be described in approved budgets.

Citizen Participation

The Child Nutrition Act establishes the National Advisory Council on Maternal, Infant, and Fetal Nutrition. The Council has 15 members, appointed by the Secretary of Agriculture. Its membership is composed of persons from all of the organizational levels of the program, including recipients, an obstetrician, a pediatrician, and other experts in matters relating to maternal, infant, and fetal nutrition. The function of the Council is to make a continuing study of the operation of the special supplemental food program and related programs with a view toward determing how such programs may be improved. The Council submits an annual report on its study, with recommendations for administrative and legislative changes.

Regulations governing the operations of the special supplemental feeding program are published in the *Federal Register* with a time period for public comment before issuance in final form. Any member of the public may provide comments and recommendations for modification of proposed regulations.

In addition, although not required by statute, a nationwide series of public hearings was held during which the Department's program officials received testimony from program recipients, State and local officials, project directors, welfare organizations, and health professionals, on the program's effectiveness. Recommendations for program improvement resulted from these hearings.

CFDA #10.558
Child Care Food Program

Authorization

Section 17 of the National School Lunch Act as amended, 42 U.S.C. 1766.

Program Description

Funds are made available to State agencies to reimburse eligible public and non-profit private day care centers and similar child care institutions for lunches, suppers, breakfasts and snacks, at rates set by law. Rates vary for meals served free, at reduced price, or at the full price. Financial

assistance is also given for purchase of equipment.

Citizen Participation

Subject to requirements under CFDA # 10.553.

CFDA #10.559
Summer Food Service Program for Children

Authorization

Section 13 of the National School Lunch Act as amended, 42 U.S.C. 1761.

Program Description

Funds are made available to State agencies for disbursement to eligible service institutions which conduct a regularly scheduled program for children from areas in which poor economic conditions exist. Lunches, breakfasts, suppers and snacks are reimbursed for the full cost of food service operations, except that certain cost per meal rates cannot be exceeded. States are also granted funds for their administrative expenses in the amount of 2 percent of program funds. All meals are served free.

Citizen Participation

Subject to requirements under CFDA #10.553.

FOREST SERVICE

CFDA #10.651
Forestry Cooperative Research

Authorization

Forest Research Act of May 22, 1928, P.L. 70-466 (45 Stat. 699), as amended and supplemented; 16 U.S.C. 581 a-l.

Program Description

Co-op aid agreements are used to support in-house Forest Service Research in the fields of timber management, watershed management, forest range management, wildlife and fish habitat management, forest recreation, forest fire protection, forest insect and disease protection and control, forest products utilization, forest engineering, forest production economics, forest products marketing, forest survey, and surface mining area rehabilitation.

Citizen Participation

The Forest and Rangeland Renewable Resources Planning Act of 1974, as amended by the National Forest Management Act of 1976, requires public participation in the development, review and administration of land management plans and programs, and requires procedures to give Federal, State and local governments, and the public, adequate notice and an opportunity to comment on the formulation of standards, criteria and guidelines applicable to Forest Service programs. Although not required by the Resources Planning Act, Forest Service policy has been to formulate its long-range program every five years for National Forest System, Research, and State and Private Forestry activities as an environmental impact statement. The National Environmental Policy Act of 1969 (NEPA) (see p. 57) requirements for public involvement are exceeded in preparing these statements. NEPA procedures are also followed in all Forest Service actions of a major or controversial nature, allowing extensive involvement.

Forest Service cooperative forestry programs are reviewed by the Advisory Committee for State and Private Forestry. The committee is appointed by the Secretary of Agriculture and its membership provides a public forum for discussion of major matters related to the nation's non-Federal forest land and resources. Its fifteen members represent a broad spectrum of interests, which may include State forestry organizations, small woodland owners, forestry educators, garden clubs, women's groups, timber industry and urban leadership. The membership, however, is not limited to these interests.

It is the policy of the Forest Service to inform the affected public and interested individuals and groups to every extent possible. This is accomplished through mass mailings and extensive media coverage. The public is also given an opportunity to impact the Forest Service decision-making process by means of participation in workshops, public meetings, hearings, charettes, etc., arranged and conducted by Forest Service officials in affected areas. Input from the public is analyzed, evaluated and made available to all affected and interested individuals and groups. Views received are taken into consideration in the formulation of Forest Service policy in developing and implementing Forest Service programs.

CFDA #10.652
Forestry Research

Authorization

Basic Research Grants, P.L. 85-934; 42 U.S.C. 1891-1893; Basic and Applied Research Grants, Public Law 89-106, Section 2; 7 U.S.C. 450i; 79 Stat. 431.

Program Description

Grants are used for research in the fields of timber management, watershed management, forest range management, wildlife and fish habitat management, forest recreation, forest fire protection, forest insect and disease protection and control, forest products utilization, forest engineering, forest production economics, forest products marketing, forest survey, and surface mining area rehabilitation. Grants are awarded primarily to non-profit institutions of higher education, but also to other institutions and organizations engaged in scientific research.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.655
Assistance to States for Tree Improvement

Authorization

Agriculture Act of May 28, 1956, 70 Stat. 207; 16 U.S.C. 568e - 568g.

Program Description

Provides project grants to assist States in undertaking needed programs of tree improvement activities. New or expanded projects are funded under this program in cost-sharing arrangements.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.656
Cooperative Forest Fire Control

Authorization

Clarke-McNary Act of June 7, 1924 as amended; 46 Stat. 1200; 43 Stat. 653; 43 Stat. 1127; 44 Stat.

242; 61 Stat. 449; 58 Stat. 736.

Program Description

Formula grants are provided for the permanent protection of non-federal timberlands, potential timberland and certain non-forested watershed lands to extent needed to hold fire damage below the levels at which it would seriously interfere with expected yield of timber products and other public benefits from these lands.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.657
Cooperation in Forest Management and Processing

Authorization

P.L. 81-729 as amended, P.L. 92-288; 16 U.S.C. 568(c), 568(d).

Program Description

This program provides grants on a formula basis for on-the-ground assistance by State personnel to private non-industrial woodland owners, loggers, wood-using industries, communities, and organizations. Assistance is limited to private landowners and certain non-federal public lands.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.658
Cooperative Forest Insect and Disease Management

Authorization

Forest Pest Control Act of 1947 (61 Stat. 177), as amended by the Act of June 20, 1975 (89 Stat. 224), 16 U.S.C. 594-1 through 594-5.

Program Description

Provides project grants for technical assistance in prevention, detection, valuation, and suppression of forest insect and disease outbreaks on State and private lands. The program also has similar responsibilities on all Federal lands.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.659
Cooperative Production and Distribution of Forest Tree Planting Stock

Authorization

Section 4, Clarke-McNary Act of June 7, 1924, as amended; 16 U S.C. 567.

Program Description

Project grants to assist the States in producing, purchasing and distributing planting stock or seeds for forest windbarrier or watershed plantings.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.660
General Forestry Assistance (GFA)

Authorization

Annual Appropriations Act in the Agriculture Act of 1862 (Rev. Stat. 520).

Program Description

Provides project grants for highly specialized forestry assistance to and through State Forestry Agencies to woodland owners, associations, and the wood industry in Natural Resources and

Forestry activities. GFA funds are used primarily for Forest Service Specialists.

Citizen Participation

Subject to requirements under CFDA #10.651.

CFDA #10.662
Rural Community Fire Protection

Authorization

Title IV, Rural Development Act of 1972; Public Law 92-419; 86 Stat. 670, Sec. 401, as amended.

Program Description

Provides for project grants to protect lives and property by providing technical, financial and other assistance to State Foresters who, in turn, provide assistance in training, organizing and equipping rural fire fighting forces. Funds may be used on a project basis to organize fire protection districts, to train firemen in wild land and structural fire suppression in fire prevention activities.

Citizen Participation

Subject to requirements under CFDA #10.651.

SOIL CONSERVATION SERVICE

The Soil Conservation Service (SCS) gives technical assistance regarding soil conservation and water resources to individuals and both public and private sector organizations. Participation by the public is an essential and prominent feature of SCS assistance programs. This assistance is provided through a soil (and water) conservation district -- a special purpose unit of government created under State enabling legislation. The soil conservation district policy board adopts long and short term plans for conserving soil and water resources, setting general priorities and conservation assistance activities in the district. Membership of the district boards is composed of district residents.

Membership on such policy boards and involvement in soil conservation district activities provides opportunities for citizens to take part in formulating policies, setting goals, selecting courses of action, and implementing soil conservation district programs for local areas.

The nature and areas of assistance rendered by the SCS is described in the following programs.

CFDA #10.901
Resource Conservation and Development (RC & D)

Authorization

Soil Conservation and Domestic Allotment Act of 1935, P.L. 74-46, as amended by P.L. 87-703; Bankhead-Jones Farm Tenant Act, P.L. 75-210, as amended by P.L. 89-796; P.L. 91-343; and P.L. 92-419.

Program Description

Provides technical and financial assistance to

local people who are participating in a long-range program of resource conservation and development to achieve a dynamic rural community with a pleasing environment, satisfactory levels of income, and a favorable investment climate for private capital. Leadership for this program is assigned to the Soil Conservation Service. Aid is given for such purposes as flood prevention, sedimentation and erosion control, public water-based recreation, fish and wildlife development, and soil and water management for control of agriculture-related pollutants.

Citizen Participation

Note introductory paragraphs on SCS relationship to soil conservation district boards. With specific reference to RC & D activities, soil conservation district board members and county government officials and other local officials sponsor the RC & D area program. The RC & D area Council, composed of these officials and other citizens, provides leadership and coordinates RC & D activities. Citizen advisory committees help plan RC & D action. The governor (or designee) endorses the application for RC & D assistance and the subsequent plan. Local groups may add their endorsements. Sponsors of RC & D areas are required to provide for citizen advisory committees in planning RC & D action.

For RC & D measures or projects involving Federal cost sharing, sponsors always involve other interested groups and individuals in planning. Procedures provide for public meetings, announcements, and additional opportunities for citizen participation when environmental impact statements are needed. The program calls for a comprehensive public information program in each RC & D area to assure high levels of awareness by groups and individuals.

CFDA #10.904
Watershed Protection and Flood Prevention

Authorization

Watershed Protection and Flood Prevention Act, Public Law 83-566, 68 Stat. 666; et seq.

Program Description

Provides technical and financial assistance to local organizations in upstream watershed areas to reduce erosion, siltation, and flooding; to supply water for domestic, agricultural, and industrial needs; to improve fish and wildlife resources and recreation opportunity; recharge groundwater reservoirs; and improve water quality. Sponsors are public bodies with financial and implementation authorities. They must provide all land rights and assume a portion of construction costs and all operation/maintenance costs. Advances or loans for meeting local expenses are available.

Citizen Participation

Since watershed projects are local projects with Federal assistance, sponsoring groups are required to provide for citizen participation in each step of the planning process -- based on an information and education program to inform all interested individuals and groups about the scope and status of the projects.

Soil Conservation Service regulations, other Federal and State regulations, and the U.S. Water Resources Council's "Principles and Standards" covering all Federally assisted water projects

have detailed requirements for assuring citizen participation, including public hearings and meetings, notice of environmental impact statements, publication in the *Federal Register*, etc. Public awareness and each local sponsoring group's willingness to carry out responsibilities in the project are prerequisites for approval of Federal grants, cost sharing, or loans.

DEPARTMENT OF COMMERCE

ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

EDA approval of an Overall Economic Development Program is a prerequisite for the official designation of an area as a development district or redevelopment area. That designation is the step which makes the area eligible for the public works, business development and planning programs described under CFDA numbers #11.300, #11.301, and #11.302 below. The Overall Economic Development Program is a locally initiated planning process designed to create employment opportunities, foster more stable and diversified local economies, and provide a mechanism for guiding and coordinating the efforts of local individuals and organizations concerned with the economic development of their area.

The OEDP document examines the problems, needs, and resources of the area and sets forth the goals of the development program, together with the strategy devised to achieve these goals. The document, updated annually, must be reviewed by appropriate governmental bodies and all organized interest groups, and dissenting opinions or comments from the groups must be submitted to EDA as attachments.

The district organization or area committee which develops the Program and the OEDP document is required to be broadly representative of the principal economic interests of the district, including business, labor, agriculture, minority groups and representatives of the unemployed and underemployed. It must include elected officials representing the counties and major cities in the area. The organization may be a public body, established under State law, or a private, non-profit organization.

CFDA #11.300
Economic Development - Grants and Loans for Public Works and Development Facilities.

Authorization

Public Works and Economic Development Act of

1965, P.L. 89-136, as amended by Public Laws 90-103, 91-234, 91-304, 92-65, 93-46, and 93-234; 42 U.S.C. 3131, 3132, 3135, 3141, 3153, 3171.

Program Description

Provides loans or matching grants from the Economic Development Administration (EDA) to State and local governments, Indian tribes, or non-profit organizations to assist in the construction of public facilities to initiate and encourage long-term economic growth. Grants are specifically designed to benefit the long-term unemployed and members of low-income families in accordance with the objectives of the Economic Opportunity Act of 1964.

Citizen Participation

EDA regulations provide that these public works grants and loans may be made if it is determined that the project is "consistent with a currently approved" Overall Economic Development Program (OEDP) for the area involved. The organization which prepares the OEDP is required to be representative of the community so that all viewpoints are considered in discussion and decision making.

CFDA #11.301
(Economic Development - Business Development Assistance)

Authorization

Public Works and Economic Development Act of 1965, P.L. 89-136, as amended by Public Laws 90-103, 91-123, 91-304, 92-65, 93-46, 93-423, and 94-487; 42 U.S.C. 3151, 3152.

Program Description

Provides long-term business development loans up to 65 percent of cost for projects which cannot be financed through banks or other lending institutions. These investments are to encourage industrial and commercial expansion in designated areas to create new, permanent jobs.

Citizen Participation

EDA may approve business development assistance projects in designated areas when the projects are consistent with the Overall Economic Development Program for the area involved. The organization which prepares the OEDP is required to be representative of the area and the program must be reviewed by organized interest groups and governmental bodies.

CFDA #11.302
Economic Development - Support for Planning Organizations ***(Development District Program; Redevelopment Area Program).***

Authorization

Public Works and Economic Development Act of 1965, P.L. 89-136, as amended by Public Laws 90-103, 91-123, 91-304, 92-65, 93-46, 93-423, and 94-487; 42 U.S.C. 3151, 3152.

Program Description

Grants are designed to develop multi-county district and redevelopment area planning capability and thereby assure effective utilization of resources in creating full-time, permanent jobs for the unemployed and the underemployed. Grants are used for planning, staff salaries and other expenses of the area or district economic development organization.

Citizen Participation

The district or area economic development organization is required to be representative of the princi-

pal economic interests in the area, including business, labor, agriculture, minority groups and representatives of the unemployed or underemployed. It must include local elected officials from the counties and major cities involved. The required Overall Economic Development Program document must be approved by EDA after review and comment by organized interest groups and governmental bodies in the area.

CFDA #11.305

Economic Development - State and Local Economic Development Planning *(State and Local Planning Program).*

Authorization

Public Works and Economic Development Act of 1965, P.L. 89-136, as amended by P.L. 93-423 and P.L. 94-487;42 U.S.C. 3151.

Program Description

Provides project grants designed to develop the capability of State and local governments to carry out a comprehensive economic development planning process.

Citizen Participation

The statute provides that the planning for cities and other sub-state political subdivisions and organizations "shall be a continuous process involving public officials and private citizens in analyzing local economics, defining development goals, determining project opportunities, and formulating and implementing a development program." Regulations require that where the grantee is a State, the development planning process must allow for the expression of private views. Where the grantee is a city or county, the planning must involve both public officials and private citizens.

EDA recommends that such involvement be accomplished through the establishment of an advisory group. Special emphasis is placed on business sector participation to encourage private commitment to the achievement of economic development goals. EDA reviews the grantee's reporting documents to assure adequate and substantive public participation has occurred.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

CFDA #11.418

Coastal Zone Management Program Development

Authorization

Coastal Zone Management Act of 1972, P.L. 92-583, as amended by P.L. 94-370, 16 U.S.C. 1454.

Program Description

Provides National Oceanic and Atmospheric Administration (NOAA) grants to assist coastal States plan and develop a Coastal Zone Management Program. Grants provide up to eighty per cent of the total cost of the development programs.

Citizen Participation

Public participation is an essential element of development and administration of a coastal zone management program. Through citizen involvement in the development of a management pro-

gram, public needs and aspirations can be reflected in use decisions for the coastal zone, and public support for the management program can be generated. Regulations specifically require that participating States should seek to obtain extensive public participation in the development and administration of such programs.

The legislation requires that public hearings be held in the development of the management program. Regulations direct that notification of public hearings should provide the public the longest period of notice practical, with a 30-day statutory minimum required. Announcement of the hearings should be through media designed to inform the public - not merely to provide "technical notice." Therefore, in addition to any publication of legal notice as required by State law, reasonably informative news releases should be made available to the news media in the affected communities.

At the time of announcement all agency materials pertinent to the hearings including documents, studies, the agenda for the hearings, and other data, must be made available to the public for review and study in the locale where the hearings are to be conducted. Where a State has determined that a public hearing or hearings will be held only on the entire plan, regulations require that it shall be assured that the public is afforded an adequate opportunity to participate in the hearings. In reviewing the plan submitted by a State, the Secretary of Commerce shall not approve any plan unless there has been a full and effective opportunity for public involvement in every portion of the plan.

Regulations require that hearings should be held in those geographic areas principally affected by the decisions on issues under consideration at the hearing, that is, establishment of priority uses for a given geographic area. Hearings on the total management program should be held in places within the State where all citizens of the State may have an opportunity to comment. A transcript of the hearings need not be prepared, but a comprehensive summary should be prepared and made available to the public within 30 days after the conclusion of the hearing.

In addition to formal public hearings, efforts should be made to encourage discussion in various forums to insure that the public is heard during the development of the program. Among the steps which are suggested by the regulations to accommodate increased public participation are: 1) arrangements for exchanging information, data, reports, among State and local government agencies, citizen groups, etc.; 2) citizen involvement in the development of the goals and objectives; 3) citizen appointment by the agency to a citizen advisory committee; and 4) a process whereby selected citizen groups and the general public may review component elements of the management program.

CFDA #11.419

Coastal Zone Management Program Administration

Authorization

Coastal Zone Management Act of 1972, P.L. 92-583, as amended by P.L. 94-370, 16 U.S.C. 1455.

Program Description

Provides project grants to assist States in administering approved Coastal Zone Management Programs. Grants provide up to eighty percent of total project costs.

Citizen Participation

Regulations set forth an intent for each State to

develop its own methods for "accommodating, as appropriate, the varying, often conflicting interests of local governments, water and air pollution control agencies, regional agencies, other State agencies and bodies, interstate organizations, commissions and compacts, and Federal government and interested private bodies." The State must assure, in developing its management program, that it is aware of the full array of interests represented by such organizations, that opportunity for participation was provided, and that adequate consultation and cooperation with such bodies has taken place and will continue in the future.

The management program must show evidence that the State has notified and provided an opportunity for full participation in the development of its management program to all public and private agencies and organizations which are liable to be affected by, or may have a direct interest in, the management program.

Statutory and regulatory requirements exist directing that the management program must show evidence that the State has held public hearings during the development of the management program following not less than 30 days notification, that all documents associated with the hearings are conveniently available to the public for review and study at least 30 days prior to the hearing, that the hearings are held in places and at times convenient to affected populations, that all citizens in the State have an opportunity to comment on the total management program, and that a report on each hearing be prepared and made available to the public within 45 days.

CFDA #11.420
Coastal Zone Management Estuarine Sanctuaries

Authorization

Coastal Zone Management Act of 1972, P.L. 92-583, as amended by P.L. 94-370, 16 U.S.C. 1461.

Program Description

Provides project grants (on matching basis) to assist coastal States in the acquisition, development and operation of estuarine sanctuaries for the purpose of creating natural field laboratories. These laboratories are to be established to gather data and make studies of the natural and human processes occurring within the estuaries of the coastal zone.

Citizen Participation

Citizen participation is required by both the legislation and regulations. It is considered an essential factor in the selection of estuarine sanctuaries. In addition to participation during the application development process, public participation is a requirement as a result of the National Environmental Protection Act (NEPA) processes, and by public hearings, where desirable, subsequent to the NEPA process. Such public hearings shall be held by the Office of Coastal Zone Management in the area to be affected by the proposed sanctuary no sooner than 30 days after it issues a draft environmental impact statement on the proposal. It is the responsibility of the Office of Coastal Zone Management, with the assistance of the applicant State, to issue adequate public notice of its intention to hold a public hearing. Such notice shall be distributed widely, especially in the area of the proposed sanctuary. Affected property owners and those agencies, organizations or individuals with an identified interest in the area or estuarine sanctuary program shall be notified of the public hearing.

The approved sanctuary boundaries, management policy, including permissible and prohibited

uses, and research program may only be changed after public notice, and the opportunity of public review and participation such as outlined above.

All information and reports, including annual reports, relating to estuarine sanctuaries, shall be part of the public record and available at all times for inspection by the public.

CFDA number not yet assigned.
Coastal Energy Impact Program

Authorization

Coastal Zone Management Act Amendments of 1976, P.L. 94-370 incorporated into the Coastal Zone Management Act of 1972, P.L. 92-583.

Program Description

Provides financial assistance to State and local governments in the coastal zone to minimize the adverse consequences resulting from energy activity. Under the Coastal Energy Impact Program (CEIP) four forms of aid are available:

1. Grants to plan for the social, economic and environmental effects of energy activity;
2. Loans and bond guarantees to provide for public facilities and services required by the population growth resulting from energy activity;
3. Loan and bond repayment assistance to communities which are unable to meet financial obligations under the program because anticipated revenues did not materialize;
4. Grants to prevent, reduce or repair unavoidable loss of valuable environmental or recreational resources.

The Coastal Energy Impact Program is intended to balance the need for more energy resources with the need to preserve coastal areas for other uses.

Citizen Participation

The States are required to develop a process for allocating funds to local jurisdictions on the basis of need. Public notification and public access to information is required by regulation throughout the allocation process in States which receive at least $250,000 in grants and allotments, or $2 million in credit assistance. Public participation requirements in Fiscal Year 1977 covered 10 states receiving 85 per cent of the CEIP funds: Louisiana, Texas, Alaska, California, New Jersey, New York, Washington, Maryland and Georgia.

A project undertaken with CEIP funds will also be reviewed by the Office of Coastal Zone Management for its affect on the environment of the coastal zone. Environmental assessment is conducted which includes a process of public notice through the Federal Register and the area newspapers and generally allows at least 15 days for public comment on the proposed project. If it appears that there may be significant environmental affects, a formal Environmental Impact Statement will usually be prepared. There are opportunities for public participation throughout the process of preparing the statement. Public hearings are required and public comments collected must be addressed in the statement and attached to it.

Finally, the moneys available for CEIP must be used in a manner which is consistent with the State's Coastal Zone Management Program. Program Development and Administration participation requirements are described under CFDA #11.418 and 11.419.

TITLE V REGIONAL COMMISSION PROGRAM

CFDA #28.001 through #28.003
Coastal Plains Regional Commission
(Designated counties in North Carolina, South Carolina, Georgia, Florida, Virginia.

CFDA #38.001 through #38.003
Four Corners Regional Commission
(Arizona, Colorado, New Mexico, Nevada, Utah)

CFDA #48.001 through #48.003
New England Regional Commission
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont)

CFDA #52.001 through #52.003
Ozarks Regional Commission
(Arkansas, Kansas, Louisiana, Missouri, Oklahoma)

CFDA #63.001 through #63.003
Upper Great Lakes Regional Commission
(Designated counties in Michigan, Minnesota and and Wisconsin)

CFDA #75.001 through #75.003
Old West Regional Commission
(Montana, Nebraska, North Dakota, South Dakota, Wyoming)

CFDA #76.001 through #76.003
Pacific Northwest Regional Commission
(Idaho, Oregon, Washington)

Southwest Border Regional Commission
(Designated counties in California, Arizona, New Mexico and Texas.) This Commission was recently designated and is in the initial stage of planning and program formulation as of publication.

(Note: The Appalachian Regional Commission is listed separately. It was established under the Appalachian Regional Development Act of 1965 and is not administered under Department of Commerce authority.)

Authorization

Title V, Section 509 of the Public Works and Economic Development Act of 1965; Public Law 89-136 as amended by Public Laws 90-103, 91-123, 93-423, 94-188, and 94-487; 42 U.S.C. 3188a.

Program Description

Title V Regional Commissions, made up of the Governors of the participating States and a Federal Co-Chairman, promote regional economic development through a Federal-State partnership. Commissions develop long-range comprehensive regional economic development plans reflecting local, Federal and State priorities. They provide grants for planning and technical assistance and carry out demonstration projects in such fields as energy-related impacts, transportation, vocational education, and health and nutrition. All findings resulting from research or demonstration projects must be made available to the general public. Commissions also may provide grant-in-aid supplements to Federal programs when local matching shares are not available. When other Federal funding is not available, Commissions may provide all or part of the Federal contribution for approved projects.

Citizen Participation

There are no citizen participation requirements in the law or Federal regulations which govern the Title V Commissions. However, each Commission has developed by-laws or guidelines which provide for public involvement in planning and project decisions.

Typically, the Commissions establish advisory committees on program areas such as energy, education, business development, water resources and the environment. These committees offer project proposals for Commission approval and frequently act as monitoring committees of program performance.

Most Commissions sponsor individual Statewide "Futures Programs" to contribute to the development of regional plans and program objectives. "Futures Programs", such as "Alternatives for Washington", "Idaho Tomorrow" and "Goals for Georgia", have included state-wide conferences, sub-state citizen meetings and public opinion surveys.

Finally, quarterly Commission meetings, during which the Governors and Federal Co-Chairman carry out Commission business and make program decisions, are generally open to the public.

COMMUNITY SERVICES ADMINISTRATION

CFDA #49.002
Community Action

Authorization

Economic Opportunity Act of 1964; as amended by Community Services Act of 1974, Title II, P.L. 93-644; 42 U.S.C. 2790, et seq; Stat. 2294 as amended.

Program Description

Provides grants to approved State and local programs of community action. State and local programs are planned, conducted or administered by State agencies and local community action agencies recognized by the Community Services Administration. Such programs are designed to stimulate a better focusing of all available local, State, private, and Federal resources upon the goal of enabling low-income families, and low-income individuals of all ages, in rural and urban areas, to secure the skills, knowledge, motivations, and opportunities needed for them to become fully self-sufficient.

Citizen Participation

Authorizing legislation requires maximum feasible participation of the poor in the planning, conduct, and evaluation of programs authorized under the Economic Opportunity Act, as amended. Participation is generally through boards, both governing and administrative, and advisory committees composed of democratically selected representatives of the poor, the private sector, and public elected officials, or their designees. Boards are required to be constituted in such a way that at least one-third of the members are representatives of the poor, one-third elected officials, or their designees, and no more than one-third representatives of other major groups or interests in the com-

munity. Involvement of the poor in the development of plans and priorities of the agencies is required.

CFDA #49.005
Community Food and Nutrition

Authorization

Economic Opportunity Act of 1964, as amended by Community Services Act of 1974, Title II, Sec. 222 a(5); P.L. 93-644; 42 U.S.C. 2809.

Program Description

Provides grants to community action agencies or local public or private non-profit organizations or agencies. A major emphasis of this program is to facilitate necessary changes to improve or achieve fuller utilization of existing food and nutrition programs by creating opportunities for community action and institutional change. The Community Food and Nutrition Program concentrates on short-term solutions to the problems of hunger and malnutrition, supplementing, extending and broadening the assistance provided by other Federal programs.

Citizen Participation

A program advisory committee is required, composed of at least fifty percent democratically selected representatives of the poor being served by an individual program area.

CFDA #49.010
Older Persons Opportunities and Services

Authorization

Economic Opportunity Act of 1964, as amended by the Community Services Act of 1974, Title II, Sec. 222a(7), P.L. 93-644; 42 U.S.C. 2809.

Program Description

Provides funds to public or private non-profit agencies for pilot projects which aid elderly persons to achieve greater self-sufficiency. Emphasis is placed on development and provision of new employment and volunteer services; referral to existing services, such as health, welfare, housing, etc. Attention is given to deficiencies in existing services, modification of existing procedures, eligibility requirements and program structures to facilitate the greater use of, and participation in, public services by the poor.

Citizen Participation

Older Persons Programs require the development of advisory boards composed of a majority of democratically selected older persons. Other members of the boards may be individuals having experience in advocacy for older, low-income persons, persons serving on community action agency boards, and representatives of public and private agencies. The advisory boards have responsibility for advising grantees in planning and evaluation of programs, recommending policy for program administration, determining standards of eligibility for participation, selection of project staff, and mobilization of resources for programs. Priority shall be given to employment of older persons in all phases of these programs.

CFDA #49.011
Community Economic Development

Authorization

Economic Opportunity Act of 1964, as amended by the Community Services Act of 1974, Title VII,

Sections 701, et seq., P.L. 93-644; 42 U.S.C. 2981b.

Program Description

Provides grants to private community economic development corporations and affiliated groups, special rural programs, and supportive programs and activities, such as training and technical assistance, evaluation and research, and planning grants. Programs are directed at the solution of critical economic and social problems in urban and rural communities having high concentrations of poverty, and are designed to have an appreciable and lasting impact in arresting tendencies toward dependency, chronic unemployment and community deterioration.

Citizen Participation

Grantees funded under this legislation must be private, non-profit or for-profit organizations controlled by and responsible to low-income residents. Grantees mobilize other community resources and carry out self-help efforts in partnership with business and financial communities. Governing boards must be composed of at least fifty-one percent low-income residents or their representatives, chosen through a direct or indirect election process. Additional representation on governing boards must come from local businesses and financial institutions.

CFDA #49.014
Emergency Energy Conservation

Authorization

Economic Opportunity Act of 1964, as amended by Community Services Act of 1974, Title II, Sec. 222 (a) (12); P.L. 93-644, 42 U.S.C. 2790; 88 Stat. 2294.

Program Description

Provides grants to public and private non-profit organizations for Emergency Energy Conservation projects. The major goal of the program is to enable low-income individuals and families, including the elderly and near poor, to participate in energy conservation programs designed to lessen the impact of the high cost of energy on such individuals and families and to reduce individual and family energy consumption. A major component of the program is to support weatherization activities which will increase the thermal efficiency of the homes of the poor and the near poor. Another goal is that of assuring the participation of those persons in the decision-making processes relative to efforts to determine pricing structures and availability of scarce energy resources. Also serves projects of crisis intervention to restore utility service or prevent cut-offs, provide emergency fuel deliveries or support other activities which assist those suffering serious hardship which endangers their health.

Citizen Participation

Local administering agency is required to have a project advisory committee composed of at least fifty-one percent poor persons. Remainder of board will include representatives of local governments and other resource agencies within the community served, as well as a representative(s) of the local public utility and local fuel dealers.

The role of the project advisory committee shall be to recommend to the grantee board policies for guiding the development of appropriate local responses to energy problems of the poor, including policies for selection of dwellings to be weatherized

and households eligible for crisis intervention assistance.

CFDA #49.015
Summer Youth Recreation Program

Authorization

Economic Opportunity Act of 1964, as amended by the Community Services Act of 1974, Title II, Sec. 222 (a) (13), P.L. 93-644; 42 U.S.C. 2809.

Program Description

Provides project grants to prime sponsors and other agencies designated under Title I of the Comprehensive Employment and Training Act of 1973 (see CFDA #17.232). The Summer Youth Recreation Program is designed to provide recreational opportunities for low-income children, between the ages of eight and thirteen, during the summer months.

Citizen Participation

Subject to requirements set forth under CFDA #17.232 regarding Prime Sponsor's Planning Councils. Additional citizen participation is provided for by regulations which require that CAAs (see CFDA #49.009) determine how much and how effectively assistance is being provided to the Summer Youth programs. CAAs are also required to monitor and evaluate such programs serving within their jurisdictions.

ENVIRONMENTAL PROTECTION AGENCY

Environmental Impact Statements (EIS)

The National Environmental Policy Act of 1969 (NEPA) requires Federal agencies to include with every recommendation for a major Federal action significantly affecting the quality of the human environment a detailed statement on the environmental impact of the proposed action. Each Federal agency has issued regulations and procedures for implementing the requirements of NEPA. EPA's regulations for NEPA compliance under the Federal Water Pollution Control Act (FWPCA) Amendments of 1972 are published in Chapter 40 of the Code of Federal Regulations, Part 6 (40 CFR 6). The two major FWPCA actions requiring EIS's are the issuing of National Pollution Discharge Elimination Permits for new sources of pollution and making of grants for sewage treatment plant construction.

Under these regulations, EPA must perform an environmental review of actions which may significantly affect the quality of the human environment. If significant adverse impacts are surfaced, the agency issues a notice of intent to prepare an EIS and invites public participation. When adverse impacts are eliminated by modifying the project during the environmental review, the agency issues a negative declaration with an environmental appraisal explaining why an EIS was not prepared. Public comments are invited in response to the negative declaration, and if significant environmental issues are raised, an EIS may be prepared.

In addition to FWPCA actions, EPA prepares EIS's on its major regulatory actions (vehicle emission standards, noise standards, air pollution control, new source performance standards for industrial activities, pesticide cancellations, drinking water standards, etc.). EIS's on these actions are not required by law. While these actions are not grant related, they frequently have major environmental and economic impacts which effect the average citizen. The public is encouraged to review EIS's on these actions and to forward comments to the Agency office designated as responsible for the EPA action.

Under the agency's regulations for NEPA compliance, all EPA programs may be seen as having citizen participation as an integral part of the decision-making process. Programs included in this section, however, are limited to those which appear in the *Catalog of Federal Domestic Assistance*, and which have requirements for participation by the public in the agency's decision-making process.

For additional information regarding EPA's EIS activities contact the Environmental Protection Agency, Office of Federal Activities, 401 M St., S.W., Washington, D.C. 20460, phone number: AC 202 755-0790.

Federal Water Pollution Control Act

Many of EPA's programs are a result of the Federal Water Pollution Control Act amendments of 1972. The primary aim of this legislation is to restore and maintain the chemical, physical and biological integrity of the Nation's waters. Among the goals of the Act are that, wherever possible, water quality is to be suitable for recreational contact and for protection and propagation of fish and wildlife. To achieve this goal, an expanded system of Federal grants has been developed to plan and construct publically owned water treatment plants. Additionally, the Act provides for a permit program geared to restricting pollutant discharges from point sources, e.g., from factories, municipalities and large agriculture operations where pollutants enter the Nation's waters through an outfall pipe, sewer or other conduit. The Act also authorizes major research and demonstration programs to work toward the goal of eliminating pollutants from runoff, acid mine drainage and other non-point sources.

This legislation requires EPA to publish procedures and regulations to be followed by States, local authorities, grantees and all others affected by the Act. EPA, through its ten regional offices, must also approve and periodically review State permit programs and plans. The Federal Water Pollution Control Act requires the States to develop water quality standards for all interstate and intrastate surface waters and to develop a continuing planning process. Working under Federal and

State supervision, local water pollution control authorities have primary responsibility for planning and management of wastes. Plans require that waste control systems account for land use priorities, provide economic incentives and serve other environmental purposes, such as recreation shoreline protection and wildlife enhancement.

Limitations on discharges are to be determined by EPA, with different limitations applying to municipal treatment plants and industries. The water quality standards program will include intrastate standards as well as those for interstate waters. The major mechanism to regulate discharges is the National Pollutant Discharge Elimination System (NPDES). The NPDES requires that all such sources obtain a permit from EPA or a Federally approved State program. These permits contain compliance schedules and provisions for monitoring and for reporting on discharges on a continuing basis.

The Federal Water Pollution Control Act includes an implied guarantee for public participation in the "development and enforcement of standards and limitations." When a State applies to EPA for a final permit authority, its entire proposed NPDES program will be subject to public comment. The EPA Regional Administrator is required to hold a public hearing on the application, following at least twenty-one days notice. The hearing will provide for: written comment by citizens; full, open discussion of the issue; discussion between witnesses and the hearing panel; a transcript to be submitted to EPA along with the application; and five days for submitting additional statements or rebuttals. Before participating in the hearing, the citizen may check his State's proposed permit plan against such Federal requirements as membership of the State permit board, procedures for public notification and hearings, provisions for public access to NPDES forms and documents, monitoring and enforcement procedures, procedures to control subsurface disposal of water, etc.

Once its NPDES program is approved, the State can start to issue permits, subject to procedures established by EPA regulations. Whether a State actually holds a hearing on a specific issuance of a permit will depend upon the interest expressed by private citizens or organizations. EPA regulations call for hearings on individual permits if there is "significant public interest." Citizens may either petition for a hearing or submit an individual written request, stating clearly why a hearing is warranted.

Notice for public hearings must be given at least thirty days prior to the hearings in the local newspaper, at the post office, and near the applicant's plant or facility. The State must send notices of all permit applications, hearing notices and fact sheets to interested persons or groups. Those wishing to receive this information should request that the State permit agency place them on the mailing list. Active citizen involvement in permit hearings is essential to insure that stringent compliance schedules and monitoring requirements are written into the permits and that these assure compliance with all applicable effluent limitations, including water quality standards.

Citizens may have a difficult time keeping abreast of the many thousands of permits issued in their States. Equally difficult is the job of seeing that permit terms and conditions are carried out by permit holders. Citizens can focus on permit violators by requesting copies of the State's quarterly

report to EPA listing each permit holder failing to meet its nine-month interim compliance requirement. Particular attention can be focused on those sources which have been repeatedly delinquent.

The citizen may bring suit against any party who is alleged to be in violation of: 1) any effluent standard or limitation promulgated under the Act, including compliance schedules; or 2) any order or permit issued by the Administrator of EPA or a State. The citizen must give sixty-days notice to both the State and to the violator, in order to allow voluntary compliance or the initiation of enforcement action by the State. In the interim, citizens may seek temporary restraining orders to halt serious pollution. The sixty-day waiting period may be waived for the violation of "new source" or toxic standards, or in the case of danger to public health and welfare or where EPA fails to enforce a standard in another State. Citizens filing suit under either of the first two conditions are still required to inform EPA of their actions by formal notice.

Citizens may go to court to seek judicial review of EPA's actions regarding: 1) approval or denial of individual permits; 2) establishment of standards and limitations; and 3) approval or denial of State permit programs.

Interested citizens may obtain information on EPA reports or publications through the *Citizens Bulletin*, which may be ordered from the Public Affairs Office of EPA.

ENVIRONMENTAL PROTECTION AGENCY PROGRAMS

CFDA #66.001
Air Pollution Control Program Grants

Authorization

Sections 105 and 106, Clean Air Act of 1963; P.L. 88-206, as amended by P.L. 91-604; 42 U.S.C. 1857c.

Program Description

The EPA develops Federal regulations and approves State regulations to control air pollution. EPA also grants funds to assist State and interstate agencies in planning, developing, establishing, improving and maintaining adequate programs for prevention and control of air pollution.

Citizen Participation

States are required to conduct hearings on: 1) designation of non-degredation regions where development may be restricted; 2) air quality maintenance areas and plans for controls over development; and 3) transportation control programs. Comments from municipal governments are of key importance in formulating State policy.

Variances granted to power plants and other pollutors are subject to control under State implementation plans. EPA also holds hearings and/or invites written comments whenever a regulation is adopted by a State, is approved or adopted by EPA, or revised by either. This includes the granting of variances to pollutors.

CFDA #66.418
Construction Grants for Wastewater Treatment Works

Authorization

Federal Pollution Control Act amendments of 1972, P.L. 92-500, Title II, 33 U.S.C. 1281 (g) (i).

Program Description

Provides project grants to assist and serve as an incentive in construction of municipal sewage treatment works which are required to meet State and Federal water quality standards.

Citizen Participation

Public hearings are required on facilities plans and environmental assessments showing location and general design of sewage treatment works and collection systems. In some instances an Environmental Impact Statement is required, subject to public approval. (Also note provisions for citizen participation set forth in introductory paragraphs.)

CFDA #66.419
Water Pollution Control-State and Interstate Program

Authorization

Federal Water Pollution Control Act amendments of 1972, Sec. 106, P.L. 92-500, 33 U.S.C. 1256.

Program Description

Provides formula grants to assist State and interstate water pollution control agencies in establishing and maintaining adequate measures for the prevention, reduction and elimination of water pollution.

Citizen Participation

See introductory paragraphs to this section relating to citizen participation in water pollution control efforts. Also subject to requirements under CFDA #66.418.

CFDA #66.426
Water Pollution Control-Areawide Waste Treatment Management and Planning Grants

Authorization

Federal Water Pollution Control Act amendments of 1972, Sec. 208; P.L. 92-500, 33 U.S.C. 1288.

Program Description

Provides for management planning grants to encourage and facilitate the development and implementation of area-wide waste treatment management plans in designated areas. Also provides project grants to designated planning agencies for development and implementation of initial area-wide waste treatment management plans at local levels in designated areas. State certification of final plans and development of environmental assessment is required.

Citizen Participation

See introductory paragraphs to this section relating to citizen participation in water pollution control efforts. Also subject to requirements under CFDA #66.419.

CFDA #66.432
State Public Water System Supervision Program

Authorization

Sections 1443(a) and 1450 of the Public Health Service Act as amended by the Safe Drinking

Water Act, P.L. 93-523, 88 Stat. 1660, 42 U.S.C. 300J-2 and 300j-9.

Program Description

Provides project grants to State agencies to foster the development of State program plans and programs to assist in implementing provisions contained in the Safe Drinking Water Act. This legislation gives EPA the responsibility for setting minimum national drinking water standards for all public water systems throughout the United States. The States play the lead role in enforcing these standards -- as well as supervising drinking water sources and public systems. If a State is negligible in administering the law, EPA may take legal action. If public water systems cannot reasonably meet the standards, provision is made for States to grant variances and exemptions.

EPA standards became effective in June, 1977.

Citizen Participation

The introductory paragraphs of this section outline citizen participation in water pollution control efforts. As under the FWPCA, this legislation allows any citizen to sue anyone he feels is violating this Act. It also allows the citizen, in the case where a public water system is violating the Act, to petition for, and participate in, a public hearing aimed at bringing the utility into compliance. A public hearing must also be held before any public water system is granted a variance or exemption from requirements of the Act.

CFDA #66.433
State Underground Water Source Protection Program

Authorization

Sections 1443(b) and 1450 of the Public Health Service Act, as amended by the Safe Drinking Water Act, P.L. 93-523, 88 Stat. 1660, 42 U.S.C. 300j-2 and 300j-9.

Program Description

Provides project grants to State agencies to foster development of underground injection control program plans and programs to assist in implementing the Safe Drinking Water Act. A State plan is required. (Also note program description in CFDA #66.432.)

Citizen Participation

The introductory paragraphs of this section outline citizen participation in water pollution control efforts and generally apply to this program. Also subject to requirements under CFDA #66.432.

SOLID WASTE DISPOSAL PROGRAM

CFDA numbers for the following Solid Waste Disposal Programs are currently being reassigned. Note that citizen participation requirements applicable to these programs are set forth following the program descriptions.

State Solid Waste Management Planning Grant Program

Authorization

Solid Waste Disposal Act, Section 4008, as

amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C. 6948.

Program Description

EPA will develop guidelines to assist States in developing State and Regional Solid Waste Management Plans. EPA will provide financial assistance to States, counties, municipalities, and intermunicipal agencies and State and local public solid waste management authorities for implementation of programs to provide solid waste management, resource recovery, resource conservation services, and hazardous waste management.

Rural Communities Assistance Program

Authorization

Solid Waste Disposal Act, Section 4009, as amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C. 6949.

Program Description

EPA is authorized to make grants to States to provide assistance for solid waste management facilities necessary to meet the Act's prohibition against open dumping or restrictions against open burning or other requirements under the Clean Air Act or the Federal Water Pollution Control Act.

Full-Scale Demonstration Facilities Program

Authorization

Solid Waste Disposal Act, Section 8004, as amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C. 6984.

Program Description

EPA is authorized to enter into contracts with public agencies, or authorities, or individuals, for the construction and operation of a full-scale demonstration facility, or to provide financial assistance in the form of grants to a full-scale demonstration facility for solid waste management.

Resource Recovery Systems - Improved Solid Waste Disposal Program

Authorization

Solid Waste Disposal Act, Section 8006, as amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C. 6986.

Program Description

EPA is authorized to make grants to any State, municipal, or interstate or intermunicipal agency for the demonstration of resource recovery systems or for the construction of new or improved solid waste disposal facilities.

Training Projects

Authorization

Solid Waste Disposal Act, Section 7007, as amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C. 6977.

Program Description

EPA is authorized to award grants or contracts to any eligible organization to pay all or part of the costs of any project which is designed to develop, expand or carry out a program for training persons for occupations in the field of solid waste disposal. These occupations include the management, supervision, design, operation or maintenance of solid waste disposal and resource recovery

equipment and facilities, or the training of instructors and supervisory personnel in occupations involving the design, operation, and maintenance of solid waste disposal and resource recovery equipment and facilities.

Research, Demonstration and Training Programs

Authorization

Solid Waste Disposal Act, Section 8001, as amended by the Resource Conservation and Recovery Act of 1976; P.L. 94-580; 42 U.S.C 6981.

Program Description

EPA is authorized to conduct and encourage, cooperate with, and render financial and other assistance to appropriate public (Federal, State, interstate, or local) authorities, agencies, and institutions, and individuals in the conduct of and to promote the coordination of, research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste management.

Citizen Participation

Solid Waste Disposal programs are subject to regulations developed by EPA in response to requirements for citizen involvement set forth in the legislation. Efforts are made to assure public participation in the development and revision of these regulations. It is the policy of EPA that participation of the public is to be provided for, encouraged, and assisted, to the fullest extent practicable and where consistent with other legislative requirements, in all Federal and State waste management control activities.

EPA's objectives include increased responsiveness of government to public concerns and priorities, improved understanding of the Agency's programs, and involvement of the public at the earliest possible point in the decision-making process. Guidelines have been designed to foster a spirit of openness and a sense of mutual trust between the public and Federal, State and local agencies in efforts to promote the protection of public health and environment and conservation of valuable material and energy resources.

The Act contains several provisions which require EPA to produce valid scientific and technical data, creating a technical data base on the environmental effects of solid waste disposal, to disseminate such data widely and quickly, and to develop public education programs that ensure the public has full access to this data.

Regulations and guidelines address themselves to specific ways in which public participation is to be sought. Among the means provided for are the following:

1) Public meetings, hearings, conferences, and workshops held throughout the country are intended to involve the public in the development, planning and implementation of the Act's key provisions.
2) Formation of review groups and ad hoc committees which may meet periodically and which may be called upon to review and comment on major programs and plans being developed by EPA. Membership on these committees should include representatives from groups identified in Section 249.1(b), civic, environmental, health, industrial, labor, neighborhood, and ethnic groups.
3) Development of educational programs so that all levels of government and the public have the opportunity to become aware of

the significance of the technical data base and the issues which emerge from it.

4) Use of all other appropriate mechanisms to to ensure public involvement. Citizens may bring suit against any person, including the United States and any other governmental instrumentality or agency, to the extent permitted by the 11th Amendment to the Constitution, where there is alleged to be a violation of any public participation requirement of this Act. The citizen must give 60 days notice to the Administrator of EPA, the State and the alleged violator in order to allow voluntary compliance or the institution of an enforcement action by the State.

FEDERAL ENERGY ADMINISTRATION

The Department of Energy Organization Act of 1977 (P.L. 95-91) transfers functions of FEA to the new Department of Energy.

The Federal Energy Administration (FEA) operates under the five laws discussed below as both a regulatory and advisory agency. FEA authority and responsibility has a wide impact on the American public and its energy resources, and both statutory and regulatory requirements exist which provide an opportunity for citizen participation in decisions made by the Agency.

Federal Energy Administration Act

Authorization

Federal Energy Administration Act of 1974, P.L. 93-275, 15 U.S.C. 761.

Program Description

Purpose of legislation was to create a body which would address ". . . the need to conserve scarce energy supplies, to insure fair and efficient distribution of, and the maintenance of fair and reasonable consumer prices for such supplies, to promote the expansion of readily usable energy sources, and to assist in developing policies and plans to meet the energy needs of the Nation."

Citizen Participation

FEA has established mechanisms whereby persons who are impacted by major FEA sponsored legislation, regulation, policy, decision or program action have an opportunity to comment on the subject before a decision is reached and provides for consideration of these views in the Agency's decision-making process.

FEA is assisted in the decision-making process by numerous advisory committees. Each advisory committee is composed, where practicable, of ten percent consumer representatives. FEA maintains regular contact with consumer groups at both the national and regional levels. On the national level, the Consumer Affairs/Special Impact Advisory Committee is structured to provide a balanced representation of consumer and special impact groups, as well as diverse regional

and income groups. On the regional level, Consumer Affairs/Special Impact Officers coordinate and aid citizen groups who are planning consumer energy workshops, meet with citizen groups on a continuing basis, and forward information concerning citizen concerns to the appropriate FEA office.

FEA tries to ensure adequate notice of proposed changes in rules, regualtions and orders by providing the maximum possible notice of public hearings in the *Federal Register* and providing notices to national and local press in the form of news releases. When feasible, hearings are scheduled outside of Washington. Special mailings are also used to solicit written testimony from interested citizens.

Energy Petroleum Allocation Act

Authorization

Emergency Petroleum Allocation Act of 1973, P.L. 93-159.

Program Description

Allocation of crude oil, residual fuel oil, and refined petroleum products to deal with existing or imminent shortages and dislocations in the national distribution system which jeopardize the public health, safety, or welfare.

Citizen Participation

Regulations provide for adequate notice to be provided for public hearings, both in the *Federal Register* and national and local press and periodicals.

Energy Policy and Conservation Act

Authorization

Energy Policy and Conservation Act, P.L. 94-163, Sec. 253, 42 U.S.C. 6263, and Sec. 337, 42 U.S.C. 6307.

Program Description

This Act consists of five Titles:

Title I Domestic Supply Availability
Title II Standby Energy Authorities
Title III Improving Energy Efficiency
Title IV Petroleum Pricing Policy
Title V Energy Data Base and Other Information

Under Title III, above, FEA administers the State-Federal energy conservation program. The program provides a framework within which each participating State will collect energy use data; project future energy use; identify and analyze potential conservation actions; set energy conservation goals; announce and implement through its governor an action plan for the State; and monitor, evaluate, and modify the plans as necessary. FEA will aid the States in collecting data and will provide technical assistance in projecting trends and analyzing costs and benefits of possible actions. FEA will also provide a network for the transfer of technical information from the Federal government to the States.

Citizen Participation

Sec. 253, 42 U.S.C. 6263 provides that advisory committees established at the discretion of the Administrator shall include representatives of the public. Meetings of such advisory committees shall be open to the public. Transcripts shall be kept of such meetings and shall be made available for public inspection.

Sec. 337, 42 U.S.C. 6307 provides that the Administrator shall, in close cooperation and com-

munication with the Federal Trade Commission and appropriate industry trade associations and industry members, including retailers, and interested consumer and environmental organizations, carry out a program to educate consumers and other persons with respect to certain aspects of energy conservation.

Energy Supply and Environmental Coordination Act

Authorization

Energy Supply and Environmental Coordination Act of 1974, P.L. 93-319.

Program Description

Prohibits any power plant or other major fuel burning installation from burning natural gas or petroleum products as their primary energy source if FEA determines the plant or other installation has the capability and necessary plant equipment to burn coal and that it will be able to comply with applicable air pollution requirements.

Citizen Participation

Regulations provide for adequate notice to the public and afford interested persons an opportunity for oral and written presentations of data, views and arguments. Draft Environmental Impact Statements or negative declarations that an Environmental Impact Statement is not required will be made available to the public by means of notice of availability for review in the *Federal Register*.

Energy Conservation and Production Act

Authorization

Energy Conservation and Production Act, P.L. 94-385.

Program Description

This legislation amends the Federal Energy Administration Act of 1974 to extend the duration of its authorities. It also provides an incentive for domestic production, for electric utility rate design initiatives, for energy conservation standards for new buildings, for energy conservation assistance for existing buildings and industrial plants, and for other purposes.

Title IV, Part A, authorizes FEA to make grants to States for the purpose of insulating the dwellings of low-income persons, particularly the low-income elderly and handicapped.

Citizen Participation

Title II, Section 205, authorizes the Administrator to make grants to States to provide for the establishment and operation of Offices of Consumer Services. These Offices will assist consumers in their presentations before utility regulatory commissions; assess the impact on consumers of proposed changes in rates or other proposed regulatory actions; and advocate positions determined to be the most advantageous to consumers. This Section also provides that such Offices may make funds available to a consumer group for the preparation of testimony and written submissions, legal services, and expert witnesses in utility rate presentations before a State utility regulatory commission.

Guidelines for Title IV, Part A, the low-income weatherization program, provide for one or more public hearings on the proposed State plan and the publication of the proposed plan before the hearing(s). The guidelines further require that prior to the expenditure of any grant

funds a State policy advisory council shall be established with responsibility for advising the appropriate official or agency administering the allocation of financial assistance in the State or area with respect to the development and implementation of a weatherization assistance program. Membership of such State Policy Advisory Councils shall be broadly representative of organizations and agencies including consumer groups representing low-income persons, particularly elderly and handicapped low-income persons, and low-income Native Americans.

DEPARTMENT OF HEALTH EDUCATION AND WELFARE

PUBLIC HEALTH SERVICE (PHS)

The National Health Planning and Resources Development Act of 1974 (P.L. 93-641) authorized a program of health planning and resources development. The program combines and redirects the efforts of a number of Federally supported State and local agencies that have been performing health planning and resources development activities for their communities. These programs, with different histories and responsibilities and some overlap in their efforts, had the common goal of improving the health of the American people. The new authority attempts to build on the experience of those programs and seeks to combine their best features into one new health planning and resources development program.

Under this new Federal health planning program, consumers can participate in local and State efforts to correct many deficiencies and inequities in the delivery of health care. The National Health Planning and Resources Development Act of 1974 provides for a majority of consumers (51 percent to 60 percent) to serve on two major planning bodies - Health Systems Agency and the Statewide Health Coordinating Councils. These bodies, together with the State Health Planning and Development Agencies, have broad authority over the allocation and development of health resources, including manpower, facilities and services.

Virtually everyone is a "consumer" of health care--if not of personal medical services then certainly of those preventive services which help us stay healthy. As used here, "consumer" refers to an individual who has not been a provider of health services for the preceding 12 months. These are the

persons who are eligible to serve as consumers on the governing bodies of Health Systems Agencies and on Statewide Health Coordinating Councils.

CFDA #13.294
Health Systems Agency (HSA)

HSA is the local or regional planning agency under P.L. 93-641. A health service area is a geographic region appropriate for the effective planning and development of health services, designated by the Governor on the basis of such factors as population and the availability of resources to provide necessary health services for the residents in the area.

Each HSA gathers and analyzes health data and prepares a Health Systems Plan or detailed statement of goals for improving the health of its residents and increasing the accessibility, acceptability, continuity, and quality of health services, while restraining costs. In addition, it must develop an annual implementation plan setting forth its objectives for obtaining those goals and priorities among those objectives.

HSA must review the appropriateness of services provided by hospitals nursing homes, and other health institutions with the area. It also recommends approval or disapprovals of applications for new health service or medical facilities projects. HSA also reviews and approves or disapproves proposed projects within the health service area under several Federal health programs.

A majority (between 51 percent and 60 percent) of the governing body of an HSA must be consumers, with the remainder being providers as defined by the law. Based on information they have acquired concerning health resources within their area, these board members will decide how health services are to be delivered and how facilities are to be placed to provide the highest quality care at the most appropriate costs. Currently there are 20 HSAs.

CFDA #13.293
State Health Planning and Development Agency (SHPDA)

SHPDA, selected by the Governor, administers the State program of health planning. SHPDA prepares and revises, as necessary, a preliminary State Health Plan and State Medical Facilities Plan. It conducts the health planning activities and implements the parts of the plans which relate directly to the State government. It will also review and approve or disapprove applications for new institutional health services proposed to be offered in the State, and periodically review the appropriateness of existing institutional health services. There are 56 SHPDAs.

Statewide Health Coordinating Council (SHCC)

Each SHPDA will have an advisory group called SHCC. The Governor appoints 60 percent of this SHCC from persons who are nominated by the HSAs. Each HSA can nominate at least five persons and is assured at least two representatives on the SHCC. At least half of the members of the SHCC must be consumers who are not also providers. The Governor may appoint additional persons, but these additional members cannot make up more than 40 percent of the total membership of SHCC. Each SHCC must review and coordinate the plans of all HSAs in the State. At least once a year it must prepare or revise the State Health Plan. The SHCC reviews the budget of the HSAs and comments on each HSA application for Federal funds for planning and development. It must also review and ap-

prove or disapprove State plans for Federal money under the Public Health Service Act and other specific legislation. Currently, there are 41 SHCCs.

Consumer Participation

It is not necessary to become a member of an HSA or an SHCC to participate in the planning for health care in your community. There are many ways of influencing the work of these planning bodies. You can, for example:

- Make your views known to consumer and provider members of planning agencies.
- Work with or serve on a sub-area advisory council that may be established in your health service area.
- Speak out at the public hearings and meetings of the HSA.
- Speak out at public hearings on renewal of the designation of the HSA.
- Become a member of a local consumer organization.
- Serve on an ad hoc committee or task force on health care.

To succeed, the health planning program needs active and widespread participation by consumers.

Review and Approval of Proposed Uses of Federal Funds By HSAs and SHCCs

Scope of HSA Reviews

Section 1513(e) of the PHS Act requires HSA to review and approve or disapprove proposed uses in its health service area of funds authorized under four acts: The PHS Act, the Community Mental Health Centers Act, Sections 409 and 410 of the Drug Abuse Office and Treatment Act, and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970. These proposed uses may be in the form of grants, contracts, loans and loan guarantees, and are reviewable if they are *for the development, expansion, or support of health resources*. The HSA is also required to review and approve or disapprove proposed uses in its health service area of funds made available by the State from allotment grants under these acts for the same purposes.

Scope of SHCC Reviews

In a parallel manner, section 1524(c)(6) of the PHS Act requires the SHCC to review annually and improve or disapprove any State plan and application submitted to the Department as a condition to the receipt of any funds under allotments made to the States under three acts: The PHS Act, the Community Health Centers Act, and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970.

Exceptions

Section 1513(e) of the PHS Act provides for a general exception to review in the case of proposed uses of funds appropriated for grants or contracts under Title IV (National Institutes of Health and its components), Title VII (Health Research and Teaching Facilities and the Training of Health Personnel), and Title VIII (Nurse Training) of the PHS Act. However, uses of funds authorized under these titles are reviewable if the grants or contracts support (a) the development of health resources intended for use in the health service area; or(b) the delivery of health services.

In the case of proposed uses of PHS funds for projects located on a Federally recognized Indian reservation, or certain Indian-owned lands and land areas held in trust in Oklahoma or in the native

villages in Alaska, HSAs may not review or comment.

HSA is allowed 60 days for its review. In the event of a disapproval of an application, the applicant has 30 days to request the Department to make funds available, notwithstanding the HSA disapproval. When the Department considers such a request, it is required to give the SHPDA in the State in which the HSA is located 30 days to consider the HSA decision and submit its comments. If the Department still wishes to fund the project, the decision must be reached within another 30 days, and a detailed statement of reasons must be given both to the HSA and the State agency concerned.

Review Activity by the SHCC

Section 1524(c)(6) requires the SHCC to review annually and approve or disapprove any State plan and application (and any revisions of a State plan or application) submitted to the Department as a condition to the receipt of any funds under allotments made to States. These are sometimes referred to as "formula grants." The grants covered are those authorized by the PHS Act, the Community Mental Health Centers Act, and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970. the SHCC is allowed 60 days to make such reviews. In the event of a disapproval, the Governor, or another agency of the State, may request the Department to review the SHCC decision. The Department may make the Federal funds available, notwithstanding the SHCC disapproval.

Publication of the Notice of Proposed Rulemaking (NPRM)

The Department is presently drafting an NPRM for regulations dealing with HSA and SHCC reviews of proposed uses of Federal funds. During the preparation of the specifications for the NPRM, extensive participation was obtained from representatives of the public, of professional, provider and consumer organizations, and from all agencies of PHS. Issue papers were disseminated to their representatives, and suggestions from them were incorporated into the specifications.

The Department expects to publish the NPRM in the *Federal Register* by early 1978. Publication will include an invitation to interested persons and organizations to submit comments on the proposed rules.

Notice of Programs Subject to Review and Approval

To facilitate implementation of these provisions, the Department will publish a list of programs which will be subject to such reviews, as well as a list of those programs for which review and comment have been requested by agencies not subject to P.L. 93-641. The list will be published in proposed form with the NPRM, and as a Notice at the time the final regulation is published.

For further information regarding this law and its implementation, particularly with regard to the HSA serving your area, and further information on the review of Federal funds, you may write to the Regional Health Administrator in the HEW Regional Office nearest you. These offices are listed below:

Region I

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

John F. Kennedy Federal Building
Government Center
Boston, Massachusetts 02203

Region II

New York, New Jersey, Puerto Rico, Virgin Islands

Federal Building
26 Federal Plaza
New York, New York 10007

Region III

Delaware, Maryland, Pennsylvania, Virginia, West Virginia, District of Columbia

3535 Market Street
Philadelphia, Pennsylvania 19108

Region IV

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

50 Seventh Street, N.E.
Atlanta, Georgia 30323

Region V

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

300 South Wacker Drive
Chicago, Illinois 60606

Region VI

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

1200 Main Tower Building, Room 1100
Dallas, Texas 75202

Region VII

Iowa, Kansas, Missouri, Nebraska

601 East 12th Street
Kansas City, Missouri 64106

Region VIII

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

1961 Stout Street
Denver, Colorado 80202

Region IX

Arizona, California, Hawaii, Nevada, Guam, Trust Territory of Pacific Islands, American Samoa

Federal Office Building
50 Fulton Street
San Francisco, California 94102

Region X

Alaska, Idaho, Oregon, Washington

Arcade Plaza
1321 Second Avenue
Seattle, Washington 98101

OFFICE OF EDUCATION

CFDA #13.400
Adult Education-Grants to States

Authorization

Adult Education Act, Title III of P.L. 91-230, as amended; 20 U.S.C. 1201-1213.

Program Description

Provides formula grants to designated State Educational agencies for the purpose of expanding educa-

tional opportunity and encouraging the establishment of programs of adult education to the level of completion of secondary school, and to make available the means to secure training which enables adults to become more productive and responsible citizens.

Citizen Participation

The legislation requires a State plan be submitted annually to the Office of Education, HEW. Regulations require input from State advisory committees and local advisory committees. State plans may call for use of para-professionals.

CFDA #13.403
Bilingual Education

Authorization

Elementary and Secondary Education Act of 1965, Title VII of P.L. 89-10, as amended by Education Amendments of 1974, P.L. 93-380; 20 U.S.C. 880b.

Program Description

Provides project grants to develop or operate new or proven bilingual education programs, services and activities to meet needs of limited English speaking children.

Citizen Participation

Requires a community advisory committee composed of parents of children of limited English-speaking ability, and high school students if the program is operating in secondary schools.

CFDA #13.405
Civil Rights Technical Assistance & Training

Authorization

Civil Rights Act of 1964, Title IV, Sec. 403, 404, 405, P.L. 88-352; 42 U.S.C. 2000c 2-4.

Program Description

Provides project grants to assist school systems and school personnel in the solution of problems relating to educational desegregation.

Citizen Participation

Requires public hearings on the use of such funds. Hearings to be conducted by the Community Relations Service.

CFDA #13.410
Dropout Prevention

Authorization

Elementary and Secondary Education Amendments of 1967, P.L. 90-247; Titles I, VII, Sections 172-702; 20 U.S.C. 887; P.L. 93-380, Title IV-c.

Program Description

Provides project grants to develop educational practices for reducing the number of children who fail to complete their elementary and secondary education.

Citizen Participation

Regulations require that special emphasis be given to plans for the participation of dropouts and students in the program. Opportunities must be given for the youth to have a voice in planning, implementing, and evaluating the experiences and programs in which they participate. Youth must also have the opportunity to share responsibility with adults and to work with their peers in a variety of relationships in efforts which will reduce student alienation from the schools.

Each program must have a project board composed of teaching staff, parents, and members of

the community at large. A Parent Advisory Council (PAC) is required in each Title I School, as well as a district-wide PAC. A majority of members must be parents of participating children. All project-area parents are eligible to participate in the selection of council members. The local education administration must establish procedures to identify parents eligible for council membership. Districts with one school, or less than 1,000 students, are required to have only one district council.

CFDA #13.418
Supplemental Education Opportunity Grants

Authorization

Educational Amendments of 1972, P.L. 92-318; 20 U.S.C. 1070b.

Program Description

Provides project grants to enable students of exceptional financial need to pursue higher education by providing grant assistance for educational expenses.

Citizen Participation

Regional panels of educational consultants are involved in the application process. These consultants include Financial Aid Officers of the institutions applying for grants.

CFDA #13.420
Alcohol and Drug Abuse Prevention

Authorization

Alcohol and Drug Abuse Prevention Act, P.L. 93-422.

Program Description

Develops local capacity to solve problems in the area of alcohol and drug abuse prevention through training and technical assistance.

Citizen Participation

Citizens participate in formulation of plans, and lay school board members may serve on training teams. Program involves dissemination of information and other kinds of outreach to local communities.

CFDA #13.427
Educationally Deprived Children-Handicapped

Authorization

Elementary and Secondary Education Act of 1965, Title I, P.L. 89-10, as amended by Public Laws 89-313, 93-380, and 92-142; 20 U.S.C. 241c (a)(5).

Program Description

Provides formula grants to extend and improve comprehensive educational programs for handicapped children enrolled in State-operated or State-supported schools.

Citizen Participation

Members of Project Board must include representatives of teaching staff, involved parents, and members of the community at large. A Parent Advisory Council (PAC) is required in each Title I School, as well as a district-wide PAC. A majority of members must be parents of participating children. All project area parents are eligible to participate in the selection of council members. The Local Education Agencies (LEAs) must establish procedures to identify parents eligible for council membership. Districts with one school, or less than 1,000 students, are required to have only one district council.

CFDA #13.428
Educationally Deprived Children - Local Education Agencies

Authorization

Elementary and Secondary Education Act of 1965, Title I, P.L. 89-10, as amended by P.L. 93-380; 20 U.S.C. 241a - 241m.

Program Description

Provides formula grants to expand and improve educational programs to meet the needs of educationally disadvantaged children in low-income areas.

Citizen Participation

Subject to requirements under CFDA #13.427.

CFDA #13.433
Follow Through

Authorization

Headstart-Follow Through Act, P.L. 93-644, Title V, Part B; 42 U.S.C. 2929.

Program Description

Provides project grants to sustain and augment in primary grades the gains children from low-income families make in Head Start and other quality preschool programs.

Citizen Participation

Requires policy advisory committee composed of educational system representatives, residents of the target area, with more than one half low-income. Follow Through parents must be elected or re-elected by such parents at least annually. Preference should be given to low-income parents in hiring for non-professional and paraprofessional positions in the program.

CFDA #13.443
Handicapped Research and Demonstration Program

Authorization

Education of the Handicapped Act, Title VI, Part E, P.L. 91-230; 20 U.S.C. 1441.

Program Description

Provides project grants and contracts to improve the education of handicapped children through research and demonstration projects including physical education and recreation.

Citizen Participation

In local programs directly impacting on handicapped children, parental consultation and involvement is to be expected.

CFDA #13.444
Handicapped Early Childhood Assistance

Authorization

Education of the Handicapped Act, Public Law 91-230, Title VI, Part C; 20 U.S.C. 1423.

Program Description

Provides project grants to support experimental pre-school and early childhood programs for handicapped children.

Citizen Participation

Regulations require that each recipient shall establish an advisory council. At least one-fourth of the membersip of such council shall consist of parents living in the geographic area to be served by the activity being carried out.

CFDA #13.446
Handicapped Media Services and Captioned Films

Authorization

Education of the Handicapped Act, Title VI, Part F, P.L. 91-230; 20 U.S.C. 1352.

Program Description

Provides direct payments and research contracts to maintain a free loan service of captioned film and instructional media for the educational and cultural enrichment of the deaf.

Citizen Participation

Subject to requirements under CFDA #13.443.

CFDA #13.449
Handicapped Pre-School and School Programs

Authorization

Education of the Handicapped Act, Title VI, Part B; P.L. 91-230, as amended by P.L. 93-380 and P.L. 94-142; 20 U.S.C. 1411-1418.

Program Description

Provides formula grants to assist States in the initiation, improvement and expansion of educational and related services for handicapped children.

Citizen Participation

The legislation requires a State advisory panel consisting of one representative of each of the following: handicapped individuals, teachers of handicapped children, parents of handicapped children, and administrators of State and local educational programs. Appointment is made by the Governor. The advisory panel serves to develop the State plan, required by the legislation, and advises and assists the State in the implementation of its program.

CFDA #13.450
Handicapped Regional Resources Center

Authorization

Education of the Handicapped, Title VI, Part C, P.L. 91-230; 20 U.S.C. 1421.

Program Description

Provides project grants and contracts to establish regional resource centers for the purpose of giving advice and technical assistance to educators for improving education of the handicapped.

Citizen Participation

Subject to requirements under CFDA #13.443. In addition, with respect to programs operated by local agencies, regulations require that applications must contain evidence that such parents have had an opportunity to present their views.

CFDA #13.454
Strengthening Developing Institutions

Authorization

Higher Education Act of 1965, Title III, as amended, Section 301-306, P.L. 89-329; 20 U.S.C. 1051-1056.

Program Description

Project grants are awarded to developing institutions of higher education to help them improve the quality of their teaching and administrative staff and student services. Grant monies may be used to finance part of the cost of planning, developing and carrying out cooperative arrangements with other institutions of higher learning for activities such as faculty exchange, administrative improve-

ment programs, introduction or adoption of new curricula and curricula materials, and teaching fellowships.

Citizen Participation

The Advisory Council on Developing Institutions is responsible for assisting the Commissioner of Education in identifying developing institutions which would benefit by receiving assistance under Title III, Higher Education Act programs, and for making recommendations as to the priorities and criteria to be used in making grants under this Title. The Council is composed of nine individuals, appointed by the Commissioner and approved by the Secretary of HEW.

CFDA #13.455
High Education Academic Facilities - State Administration
(State Administrative Expenses)

Authorization

Higher Education Act of 1965, as amended by P.L. 92-318; P.L. 89-329; P.L. 89-752; P.L. 90-575; P.L. 90-247; 20 U.S.C. 715.

Program Description

Provides formula grants for funds to the State commissions on higher education facilities for administering the State plans approved under Title VI-A and Title VII-A of the Higher Education Act of 1965, as amended.

Citizen Participation

State commission is required, composed of representatives of the institutions of higher education and the public, to advise and consult the edcational agency in the implementation and administration of the State plan.

CFDA #13.463
Higher Education Work-Study Program

Authorization

Higher Education Act of 1965; Title IV, Part C, P.L. 89-329; U.S.C. 2751-2756a; P.L. 92-318.

Program Description

Provides direct payments to promote the part-time employment of students, particularly those with great financial need.

Citizen Participation

Subject to requirements under CFDA #13.418.

CFDA #13.464
Library Services - Grants for Public Libraries

Authorization

Library Services and Construction Act, P.L. 84-597 as amended.

Program Description

Provides formula grants to assist in improving and extending public library services, and establishing and expanding State institutional library service and library services to the handicapped.

Citizen Participation

Requires State advisory council composed of representatives of public school, academic, institutional and special libraries and of library users. Council members have input into state-wide library plans. Local projects funded may also have advisory councils. Local library boards of trustees are citizen participants in local grant administration.

CFDA #13.465
Library Services -- Inter-Library Cooperation Program

Authorization

Library Services and Construction Act, P.L. 84-597, as amended.

Program Description

Provides formula grants for the systematic and effective coordination of the resources of school, public, academic, and special libraries.

Citizen Participation

Subject to requirements under CFDA #13.464.

CFDA #13.469
National Defense Education Act-Loans to Institutions

Authorization

National Defense Education Act of 1958; Title II, P.L. 85-864; 20 U.S.C. 421; P.L. 92-318.

Program Description

Provides direct loans to supplement the institutional National Defense Student Loan fund whenever the participating institution cannot initially deposit, and maintain in its fund, an amount equal to at least 1/9 of the Federal capital contribution.

Citizen Participation

Subject to requirements under CFDA #13.418.

CFDA #13.471
National Direct Student Loan

Authorization

Higher Education Act of 1965, P.L. 89-329, Title IV, Part E; 20 U.S.C. 1087aa-1087ff; P.L. 92-318.

Program Description

Provides direct payments to establish loan funds for eligible higher education institutions to permit needy undergraduates to complete their education.

Citizen Participation

Subject to requirements under CFDA #13.418.

CFDA #13.478
School Maintenance and Operation

Authorization

Federally Affected Areas, P.L. 81-874, Titles I & IV, P.L. 81-874, as amended by P.L. 93-380; 20 U.S.C. 236-241-1, 242-245.

Program Description

Provides formula grants for projects to aid school districts on which Federal activities or disasters have placed a financial burden.

Citizen Participation

Subject to requirements under CFDA #13.512 with respect to low-rent housing and Indian provisions.

CFDA #13.482
Special Services for Disadvantaged Students

Authorization

Higher Education Amendments of 1968, P.L. 90-575; 20 U.S.C. 1101; P.L. 92-318; P.L. 93-380; P.L. 94-482; 20 U.S.C. 821.

Program Description

Provides grants to institutions of higher education to assist low-income and physically handicapped students enrolled or accepted for enrollment by providing counseling, tutoring, financial aid information, and other services.

Citizen Participation

Although there is no formal requirement, most

projects have informal advisory committees made up of students, parents, and representatives of the education community.

CFDA #13.488
Talent Search

Authorization

Higher Education Act of 1965, Title IV-A, 89-329, P.L. 90-575; 20 U.S.C. 1101; P.L. 92-318; P.L. 94-482.

Program Description

Provides project grants to create educational opportunity for those young people who have been by-passed by traditional educational procedures and to offer them options for continuing their education.

Citizen Participation

Requires board of directors, responsible for overseeing all activities, composed of one-third members of target community, one-third target students, and one-third educational community.

CFDA #13.489
Teacher Corps-Operations and Training

Authorization

Higher Education Act of 1965, as amended; P.L. 89-329, Title V; P.L. 90-35; P.L. 90-575, Title II; P.L. 91-230, Title III; P.L. 92-318, Title I; P.L. 93-380; and P.L. 94-482.

Program Description

Provides project grants and contracts to strengthen educational opportunities available to children in areas having concentrations of low-income families, and to encourage college and universities to broaden and improve programs for teacher preparation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.491
University Community Service - Grants to States
(Community Service and Continuing Education Programs)

Authorization

Higher Education Act of 1965, Title I, P.L. 89-329; 20 U.S.C. 1001, as amended by P.L. 90-575; 20 U.S.C. 1001, 1005 and 1006; et seq.

Program Description

Grants are made to States to strengthen college and university community services and continuing education programs designed to provide communities with problem-solving assistance.

Citizen Participation

The National Advisory Council on Education and Continuing Education advises the Commissioner of Education in the preparation of general regulations and with respect to policy matters arising in the administration of the University Community Service program. The Council consists of the Commissioner of Education, who serves as Chairman, and representatives of each of the Departments of Agriculture, Commerce, Defense, Labor, Interior, Housing and Urban Affairs, Community Services Administration, and 12 representatives of the public sector who are knowledgeable in the fields of extension and continuing education.

CFDA #13.492
Upward Bound

Authorization

Higher Education Act of 1965, Title IV-A, P.L. 89-329; P.L. 90-575, 20 U.S.C. 1101; P.L. 92-318; P.L. 94-482.

Program Description

Provides project grants to support year-round intensified academic programs to help high school students prepare for college or other post-secondary training.

Citizen Participation

Subject to requirements under CFDA #13.443. In addition, there is heavy parental involvement in the projects, in which transportation and accommodation costs for parents to visit the projects on campus are paid.

CFDA #13.493
Vocational Education - Basic Grants to States

Authorization

Vocational Education Act of 1963, as amended by Title II of the Education Amendments of 1976, Public Law 94-482; U.S.C. 2301-2461; 90 Stat. 2168-2213.

Program Description

Provides formula grants to assist in conducting vocational programs for persons of all ages in all communities.

Citizen Participation

Requires State advisory council whose members must include individuals familiar with vocational needs, representatives of all levels of the vocational education community, representatives of local educational agencies, manpower and vocational education programs, and of the general public. The Council assists the State in the development and implementation of the State plan, which is required by the legislation.

CFDA #13.494
Vocational Education-Consumer and Homemaking Program

Authorization

Vocational Education Act of 1963, as amended by Title II of the Education Amendments of 1976, Public Law 94-482; U.S.C. 2380; 90 Stat. 2196.

Program Description

Provides formula grants to assist States in conducting training programs in consumer and homemaking education.

Citizen Participation

Subject to requirements under CFDA #13.493.

CFDA #13.498
Vocational Education-Program Improvement Projects

Authorization

Vocational Education Act of 1963, Title I, Part B, Subpart 2, Section 171, as amended by Title II of the Education Amendments of 1976, Public Law 94-482; 20 U.S.C. 2401.

Program Description

Provides project and formula grants for research, training, and experimental programs designed to meet the special vocational needs of youths.

Citizen Participation

Subject to requirements under CFDA #13.493.

CFDA #13.499
Vocational Education - Special Needs

Authorization

Vocational Education Act of 1963, as amended by Title II of the Education Amendments of 1976, Public Law 94-482; 20 U.S.C. 2370; 90 Stat. 2195.

Program Description

Formula grants to provide vocational education program for people unable to participate in the regular vocational education program.

Citizen Participation

Subject to requirements under CFDA #13.493.

CFDA #13.500
Vocational Education - State Advisory Councils

Authorization

Vocational Education Act of 1963, as amended by Title II of the Education Amendments of 1976, Public Law 94-482; 20 U.S.C. 2305; 90 Stat. 2174-2176.

Program Description

Provides formula grants to advise the State board of vocational education on the development and administration of State plans.

Citizen Participation

Subject to requirements under CFDA #13.493.

CFDA #13.510
Higher Education - Cooperative Education
(Cooperative Education Program)

Authorization

Higher Education Act of 1965, Title VIII; P.L. 89-329, as amended, P.L. 90-575; P.L. 92-318; P.L. 94-982; 20 U.S.C. 1087a.

Program Description

Provides project grants to support cooperative education programs in institutions of higher learning.

Citizen Participation

Requires advisory board composed of one-third students, one-third parents, and one-third representatives of the education community, to advise on program development, coordination of activities, and provide input on policy decisions.

CFDA #13.512
Educationally Deprived Children - Special Incentive Grants *(Title I ESEA - Part B)*

Authorization

P.L. 91-230, Part B, Section 121, 122, 123, as amended by P.L. 92-380; 20 U.S.C. 241c.

Program Description

Provides formula grants to create an incentive for an increase in State and local funding for elementary and secondary education.

Citizen Participation

Subject to requirements under CFDA #13.443.

CFDA #13.522
Environmental Education

Authorization

Environmental Education Act, P.L. 91-516, Section 3.

Program Description

Under this program grants are made to educational institutions, research organizations, and to non-profit agencies and organizations to support research, demonstration, and pilot projects designed to educate the public on the problems of environmental quality and ecological balance. Projects which are supported by this Act include: (a) the development of curricula in the preservation and enhancement of environmental quality and ecological balance; (b) dissemination of environmental education; (c) environmental education programs at the elementary, secondary, and/or adult education levels; (d) pre-service and in-service training programs for educational and non-educational personnel; (e) planning environmental educational centers; (f) community education; and (g) preparation and distribution of materials suitable for use by the mass media in dealing with environment and ecology.

Citizen Participation

The Advisory Council on Environmental Education consists of twenty-one individuals representing both the public and private sector, having displayed an area of expertise in environmental matters. Its membership must include at least three ecologists and three students. Appointment to the Council is made by the Secretary of HEW. The Council is charged with the responsibility of advising the Commissioner with respect to the promulgation of rules and regulations governing the Environmental Education Act. It also makes recommendations with respect to the expenditure of appropriated funds and the criteria to be used in approving grants and contracts authorized under the legislation.

CFDA #13.525
Emergency School Aid-Basic Grant to Local Education Agencies

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318; Title 45 CFR, Part 185-Emergency School Aid, Subpart B 86, Stat. 354.

Program Description

Provides project grants to assist the project of eliminating, reducing or preventing minority group isolation and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.526
Emergency School Aid - Pilot Programs

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318, as amended by P.L. 93-380; 45 CFR Part 185 - Emergency School Aid; Subpart C.

Program Description

Provides project grants to assist the process of eliminating, reducing or preventing minority group isolation and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.528
Emergency School Aid-Bilingual Education Projects

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318, as amended by P.L. 93-390; Title 45 CFR, Part 185, Subpart F.

Program Description

Provides project grants to assist the process of eliminating, reducing or preventing minority group isolation and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.443.

CFDA #13.529
Emergency School Aid - Special Programs & Projects

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318, 45 CFR, Part 185, Subpart G.

Program Description

Provides project grants to assist the process of eliminating, reducing or preventing minority group isolation and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.530
Emergency School Aid Act-Educational TV

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318, as amended by P.L. 93-380; 45 CFR, Part 185, Subpart H.

Program Description

Provides project grants to assist the process of eliminating, reducing or preventing minority group isolation, and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.532
Emergency School Aid-Special Programs

Authorization

Education Amendments of 1972, Title VII-Emergency School Aid Act, P.L. 92-318, as amended by P.L. 93-380; Title 45 CFR, Part 185, Subpart J.

Program Description

Provides project grants to assist the process of eliminating, reducing or preventing minority group isolation, and aiding school children in overcoming the educational disadvantages of minority group isolation.

Citizen Participation

Subject to requirements under CFDA #13.482.

CFDA #13.533
Right to Read - Elimination of Illiteracy

Authorization

Education Amendments of 1974, P.L. 93-380, Title VII, National Reading Improvement Program; 20 U.S.C. 1901; as amended by P.L. 94-194.

Program Description

Provides grants and contracts to stimulate improvement and expansion of reading-related activities to meet the needs of pre-elementary and elementary school children, youths, and adults.

Citizen Participation

Requires various forms of parents and community involvement in the planning, development, implementation, and evaluation of all projects. Projects for State leadership and pre-elementary and elementary school children must have State or local advisory councils on reading which are representative of the cultural and educational resources and the general population of the State or community, including parents. Adult reading improvement projects must have task forces consisting of representatives from the applicant agency, youths and adults from the target population to be served, and wherever possible and appropriate, representatives from community groups, other Federal or State programs, and business and industry.

CFDA #13.534
Indian Education - Grants to Local Educational Agencies

Authorization

Public Law 92-318, Title IV, Part A, as amended; 20 U.S.C. 241aa.

Program Description

Provides financial assistance to local educational agencies to develop and implement elementary and secondary school programs designed to meet the special educational needs of Indian children.

Citizen Participation

As a condition for approval of applications, the law requires that the application must have been developed: 1) in open consultation with the parents of Indian children, teachers, and where applicable, secondary school students, including public hearings at which such persons have had a full opportunity to understand the program for which assistance is sought and to offer recommendations on the proposed program; and 2) with participation and approval of a committee composed of, and selected by, parents of children participating in the program for which assistance is sought, teachers, and where applicable, secondary school students, of which at least half of the members shall be such parents.

The law also requires that the application set forth such policies and procedures as will insure that the program for which assistance is sought will be operated and evaluated in consultation with, and the involvement of parents of the children and representatives of the area to be served, including the parent committee described above.

CFDA #13.535
Indian Education - Special Programs and Projects

Authorization

Public Law 92-318, Title IV, Part B, as amended; 20 U.S.C. 887c.

Program Description

Provides project grants to plan, develop and implement programs for the improvement of educational opportunities for Indian children.

Citizen Participation

The law requires as a condition for approval of an application that the application show there has been adequate participation of tribal communities and the parents of the children to be served in the planning, development, operation and evaluation of the project. This applies to subsection (b) grants to SEA's and LEA's, Federally supported elementary and secondary schools for Indian children, and to Indian tribes, organizations, and institutions to support planning, pilot and demonstration projects which are designed to plan, test and demonstrate the effectiveness of programs for improving educational opportunities for Indian children. It also applies to subsection (c) grants to SEA's and LEA's and to tribal and other Indian community organizations to assist and stimulate them in developing and establishing educational services and programs specifically designed to improve educational opportunities for Indian children.

The law also provides for review of applications and recommendations for approval or disapproval to the Deputy Commissioner for Indian Education by the National Advisory Council on Indian Education. This Council consists of fifteen members who are Indians and Alaska Natives. Members are appointed by the President of the United States.

CFDA #13.536
Indian Education - Adult Indian Education

Authorization

Public Law 92-318, Title IV, Part C, as amended; 20 U.S.C. 1211a.

Program Description

Provides project grants to plan, develop, and implement programs for Indian adults, to stimulate the provision of basic literacy opportunities for non-literate Indian adults and high school equivalency opportunities in the shortest period of time feasible.

Citizen Participation

The law requires as a condition for approval of an application that the application show there has been adequate participation of tribal communities, and of the individuals to be served, in the planning and development of the project, and that there will be such participation in the operation and evaluation of the project.

This program is also subject to requirements under CFDA #13.535 regarding the National Advisory Council on Indian Education.

CFDA #13.540
Veterans' Cost of Instruction Payments Program - Higher Education

Authorization

Higher Education Act of 1965, as amended by P.L. 92-318, Title X, Sec. 420; P.L. 93-380, Section 835; P.L. 94-482, Section 126.

Program Description

Provides direct payments to encourage colleges and universities to serve the special needs of Viet Nam era veterans.

Citizen Participation

Regulations require an advisory committee, composed of Veterans Administration staff, higher education institution officials, community and business leaders. This committee shall serve as an on-going evaluative mechanism for on-going programs, and to broaden and strengthen the base of the programs.

CFDA #13.543
Educational Opportunity Centers

Authorization

Section 417A-417B, Title IV of the Higher Education Act of 1965, P.L. 89-329, as amended by Section 131(b) of Title I, P.L. 92-318; P.L. 94-482.

Program Description

Provides grants to set up centers which provide educational services, such as academic and career counseling, admissions assistance and information on financial aid, to persons living in areas with major concentrations of low-income families.

Citizen Participation

An advisory board is required at each center, composed of interested community members, community leaders, student representatives from education institutions, and directors from Upward Bound, Talent Search, or Special Services for Disadvantaged Students Projects.

CFDA #13.549
Ethnic Heritage Studies Act

Authorization

Elementary and Secondary Education Act, Title IX, as amended by P.L. 92-318 and P.L. 93-380.

Program Description

Provides grants at all levels of education designed to develop and disseminate curriculum, and train persons about the cultural heritage of Americans.

Citizen Participation

All projects must be designed and implemented in conjunction with a local advisory council. At least half of the council membership should be recruited from persons belonging to the ethnic group(s) under study. This program requires a State commission "broadly and equitably representative of the general public and private nonprofit and proprietary institutions of post-secondary education." In addition, a 15 member National Advisory Council, appointed by the Secretary of HEW, provides overall program guidance.

CFDA #13.550
Post-Secondary Education Statewide Comprehensive Planning Grants Program
(State Planning Commission Program)

Authorization

Section 1203 of the Higher Education Act of 1965, as amended, P.L. 89-329.

Program Description

Provides project grants to provide comprehensive planning for post-secondary education so that all persons who desire and can benefit from post-secondary education may have an opportunity to do so.

Citizen Participation

Subject to requirements under CFDA #13.549 regarding State commissions.

CFDA #13.551
Indian Education - Grants to Non-Local Educational Agencies

Authorization

Public Law 92-318, Title IV, Part A, as amended; 20 U.S.C. 241(a).

Program Description

Project grants to provide financial assistance to non-local educational agencies to develop and implement elementary and secondary school programs designed to meet the special educational needs of Indian children. Non-local educational agencies are schools on or near a reservation which are governed by a non-profit institution or organization of an Indian tribe.

Citizen Participation

The law requires an assurance that the proposed program or project will be developed, operated and evaluated in open consultation with the Indian community, including at least one public hearing at which all interested community members will have an opportunity to understand the program and to offer recommendations thereon.

The law also provides for review of applications and recommendations for their approval or disapproval to the Deputy Commissioner for Indian Education by the National Advisory Council on Indian Education. Note requirements under CFDA #13.535 regarding National Advisory Council on Indian Education.

CFDA #13.554
Career Education

Authorization

Education Amendments of 1974, Special Projects Act, Title IV, Section 406, P.L. 93-380, 88 Stat. 551-553; 20 U.S.C. 1865.

Program Description

Provides grants and contracts to demonstrate the most effective methods and techniques and to develop exemplary career education models.

Citizen Participation

Grantees must provide specific measures for interaction between world of education and world of work, including, but not limited to, involvement of parents, and representatives of business, labor, industry, government, and professions in the area.

CFDA #13.563
Community Education

Authorization

Education Amendments of 1974, Special Projects Act, Title IV, Section 405, P.L. 93-380, 88 Stat. 549-551; 20 U.S.C. 1864.

Program Description

Provides grants to set up and improve community education programs which provide educational, recreational, cultural, and other related community services in accordance with the needs, interests and concerns of the community.

Citizen Participation

Program must provide for involvement of local community colleges, social, recreational and health groups, community representatives, parents, students.

CFDA #13.564
Consumer's Education

Authorization

Elementary and Secondary Education Act, P.L. 92-318, Title VIII, Section 811; P.L. 93-380, Part E, Section 402.

Program Description

Grants are made at elementary, secondary, post-secondary, and adult education levels, to promote consumer education through research, demonstration, and pilot projects.

Citizen Participation

Prospective applicants (Local Education Agencies, community groups) are required by regulations to hold open meetings in order to ascertain the need for a proposed project.

CFDA #13.565
Women's Education Equity

Authorization

Special Projects Act, Section 408, P.L. 93-380.

Program Description

Grants are made to public and private non-profit organizations for activities designed to carry out programs relating to women and to meet their educational needs.

Citizen Participation

An Advisory Council on Woman's Education Program has been created as a part of the Women's Education Equity program. The Council is comprised of 17 individuals appointed by the President. These members broadly represent the general public and are versed in the role and status of women in American society. The Council advises the Commissioner of Education with respect to general policy matters relating to the administration of this program and makes recommendations on the expenditure of appropriated funds.

CFDA #13.925
Funds for the Improvement of Post Secondary Education*

Authorization

Education Amendments of 1972, Title III, Sec. 404, P.L. 92-318; 86 Stat. 328.

Program Description

Awards grants to, and contracts with, institutions of post-secondary education and other public and private educational agencies to improve post-secondary education opportunities.

Citizen Participation

An advisory board is required to advise on program development, coordination of activities, and program decisions. Members of the advisory board shall include a majority (minimum of 8) public interest representatives, and a minority (up to 7) of education representatives. Section 404(b) of the legislation provides for comments and recommendations to be made to the Secretary of HEW by appropriate State Commissions established under Section 1202 of the Higher Education Act.

**Note: Responsibility for administration of this program is assigned to the Office of the Assistant Secretary for Education, rather than the Office of Education.*

OFFICE OF HUMAN DEVELOPMENT SERVICES

CFDA #13.600
Child Development - Head Start

Authorization

42 U.S.C. 2921 et seq; Community Services Act of 1974; P.L. 93-644, Title V, Part A.

Program Description

To provide educational, health, nutritional and social services to poor pre-school children and their families, and to involve parents in activities with their children which will provide comprehensive development services for the child, insuring optimal development opportunities during the child's enrollment (usually for a period of one academic year) in Head Start.

Citizen Participation

Policy councils, made up of at least a majority of low-income parents who have children in Head Start, are to provide policy direction for the program. Parents of enrolled children must be given an opportunity to influence the character of the program by participating in planning, development and implementation of Head Start activities during the operation of the program. Recipients of financial assistance for Head Start programs shall provide maximum employment opportunities for residents of the area to be served, and to parents of children who are participating in projects being assisted.

CFDA #13.601
Child Development - Technical Assistance

Authorization

Order of the Secretary July 7, 1969 and August 12, 1969.

Program Description

Program to coordinate, develop and advocate programs for children, youth and their families.

Citizen Participation

Each local program must establish a Policy Committee or Council, which is composed of parents of children in the program as well as local representatives of the community. This group formulates policy for program direction.

CFDA #13.603
Administration for Handicapped Individuals (AHI)

Authorization

Rehabilitation Act of 1973, P.L. 93-112; Title IV, Section 405; 29 U.S.C. 702; Vocational Rehabilitation Act Amendments of 1974, P.L. 93-516, Title I, Section 109; 29 U.S.C. 701.

Program Description

Serving as an advocacy unit within the Department of Health, Education and Welfare, the Administration for Handicapped Individuals (AHI) serves as the focal point for review, coordination information, and planning related to Department-wide policies, programs, procedures and activities relevant to physically and mentally handicapped persons.

Citizen Participation

The enabling legislation directs AHI to meet the requirements of Section 405 ". . . with the assistance of agencies within HEW, other departments and agencies within the Federal government, handicapped individuals, and public and private agencies and organizations . . ." (Section 405(a).)

AHI has a number of mechanisms in place and planned, including inviting representatives of organizations of handicapped individuals, and handicapped persons themselves to meet with AHI; participation in conventions and other meetings of these groups; and soliciting opinions and data from such groups through surveys and other activities. The Clearinghouse in AHI responds to inquiries on all matters pertaining to the handicapped including information on available resources and services.

CFDA #13.609
Special Programs for the Aging

Authorization

Older Americans Act of 1965, P.L. 89-73, as amended by P.L. 90-42, 91-69, 92-258, 93-29, 93-351 and 93-135. Also note discussion of Titles III and VII which follow.

Program Description

The Title III program provides funds, on a formula grant basis, for State agencies on aging and for substate area agencies on aging to develop a system of coordinated and comprehensive services to enable older persons to remain independent and live in their own homes or other places of residence for as long as possible.

The State agencies on aging also administer the Title VII nutrition program, through project awards to local communities, to provide nutritious meals and related services to older persons, primarily in congregate settings.

Citizen Participation

There are requirements for advisory assistance at both the State and local level for both the Title III and Title VII programs. Public hearings are required prior to formal submission of area plans and State plans.

Additional procedures are employed by State agencies to assure effective participation of actual or potential consumers of services under this program in implementing the plans.

Title III - State Agency Requirements

Section 903.15

(b) For fiscal year 1975, and for any fiscal year thereafter, the State agency shall conduct, prior to the submission of the State plan to the governor for approval, a public hearing(s) on the State plan. The State agency shall give adequate public notice prior to the conduct of the hearing. The hearing shall provide the opportunity for the general public, officials of general purpose local government, and other interested parties to comment on the State plan.

Section 903.50

(b) *Participation of Older Americans in implementation of the State plan* -- The State plan shall provide that procedures will be developed by the State agency that will assure effective participation of actual or potential consumers of services under this program in the implementation of the State plan at the State and local levels.

These procedures shall provide for periodic public hearings on concerns of the elderly in the State with adequate public notice for such hearings.

(c) *Advisory committee* -- The State plan shall provide for the establishment of an advisory committee to the governor, the State agency, and the single organizational unit on the implementation of the State plan. At least one-half of the membership of the committee shall consist of actual consumers of services under this program, including low income, and minority older persons, at least in proportion to the number of minority older persons in the State, with the remainder being broadly representative of the major public and private agencies and organizations in the State who are experienced in or have demonstrated particular interest in the special needs of the elderly. This committee shall meet preferably bi-monthly, but at least quarterly.

Title III - Area Agency Requirements

Section 903.66(8)

Conduct of public hearings concerning the needs of the elderly.

Section 903.78

(f) For fiscal year 1975, and for every fiscal year thereafter, the area agency shall conduct, prior to the submission of the area plan to the State agency for approval, a public hearing(s) on the area plan. The area agency shall give adequate public notice prior to the conduct of the hearing. The hearing shall provide the opportunity for older persons, the general public, officials of general purpose local government, and other interested parties to comment on the area plan.

Title III - Nutrition Requirements

Section 909.20 *Advisory Assistance*

(a) The State plan shall provide that the State agency shall obtain advisory assistance from consumers of service under this part, including members of minority groups, and persons knowledgeable in the provision of nutrition services.

(b) The State plan shall provide that advisory assistance will be obtained by the State agency on all aspects of the nutrition program within the State and will include review of and advice on the annual State operating plan.

(c) The State plan shall set forth the method by which such advisory assistance shall be obtained.

(d) The advisory assistance for this program must be functional prior to the approval by the State agency of awards under this part.

Section 909.37 *Project Councils*

The State plan shall provide that:

(a) Each project shall have a project council. It shall be the responsibility of the council to advise the recipient of a grant or contract on all matters relating to the delivery of nutrition services within the project and to approve all policy decisions

related to:

(1) The determination of general menus to meet the cultural and other dietary preferences of participants;

(2) The establishment of suggested fee guidelines;

(3) The days and hours of operation; and

(4) The decorating and furnishing of the meal site.

(b) More than one-half of the membership of this council shall be actual consumers of the nutrition services of the project. Consumer members shall be representative of congregate meal sites and be elected by participants in such sites. Other members of the council shall include persons competent in the field of service in which the nutrition program is being provided and persons who are knowledgeable with regard to the needs of elderly persons.

(c) The State agency shall develop formal procedures regarding the tenure of members, responsibilities and operations of the project council prescribed in this section, in keeping with guidelines established by the Administration on Aging.

Section 205(d) (6)

The Older Americans Act requires that the Federal Council on Aging shall:

provide public forums for discussing and publicizing the problems and needs of the aging and obtaining information relating thereto by conducting public hearings, and by conducting or sponsoring conferences, workshops, and other such meetings.

CFDA #13.612
Native American Programs

Authorization

Community Services Act of 1974, Title VIII, as amended; P.L. 93-694, Title II, 42 U.S.C. 2991 36 seq.

Program Description

Provides project grants to support self determination programs aimed at improving the health, education and welfare of Native Americans, both on and off reservations, Native Hawaiians, and Alaskan Natives. Available to governing bodies of Indian tribes, Alaskan Native villages, and regional corporations, and other public or non-profit organizations.

Citizen Participation

Indian tribes which are recipients of Federal grants under this Act are provided an opportunity to participate in the direction of educational and other Federal services to Indian communities. Qualified persons from Indian communities shall be given an opportunity to fulfill meaningful leadership roles with assistance from services provided by the Act. Members of tribal organizations are given the opportunity to serve on advisory committees to projects sponsored under the Act.

CFDA #13.623
Youth Development (Runaway Youth)

Authorization

The Juvenile Justice and Delinquency Prevention Act, Title III, P.L. 93-415; 42 U.S.C. 5701.

Program Description

Provides project grants to develop local facilities to address the immediate needs of runaway youth in a manner which is outside the law enforcement and juvenile justice systems.

Citizen Participation

In order to qualify for assistance under this program, each applicant shall submit a plan to the Secretary of HEW which indicates (among other requirements) that each facility shall be located in an area which is demonstrably frequented by or easily reachable by runaway youth, and that the applicant shall develop adequate plans for contacting the child's parents or relatives (if such action is required by State law) and assuring the safe return of the child according to the best interests of the child, for contacting local government officials, etc. Each local program must establish policies and procedures which will insure the active participation of youth within the decision-making processes of the facility.

Vocational Rehabilitation
CFDA #13.624
Basic Support Program
CFDA #13.625
Beneficiary Rehabilitation Program
CFDA #13.626
Rehabilitation Services Projects
CFDA #13.627
Rehabilitation Research
CFDA #13.629
Rehabilitation Training

Authorization

Rehabilitation Act of 1973, P.L. 92-112, 87 Stat. 355; and P.L. 93-112, as amended, Title I, Part A, Sec. 101 (a) 18, and Title I, Part B, Sec. 112.

Program Description

The Act authorizes Federal assistance to States to provide vocational rehabilitation services to disabled people to enable them to enter or return to gainful employment. Other activities include research and demonstration, training and evaluation projects, innovation and expansion projects, and demonstrations for special disability groups.

Citizen Participation

The Act requires that State agencies take citizens' views into account in connection with matters of general policy development arising in the administration of the State plan. Individuals and groups identified among those whose counsel should be sought are recipients of service (or their representatives), providers of vocational rehabilitation services, and others active in the field of vocational rehabilitation.

Federal regulations require each State to establish in writing and maintain a description of the methods used to obtain and consider these views. These descriptions are to be available to the public.

In providing vocational rehabilitation services under Title I, an individualized written rehabilitation program is required in the case of each handicapped individual. It must be developed jointly by the rehabilitation counselor and the handicapped individual, or his parent or guardian, if appropriate. Such a written program must set forth the terms and conditions, as well as the rights and remedies under which goods and services will be provided to the individual.

CFDA #13.707
Child Welfare Services

Authorization

Social Security Act, Title IV -B, Sections 420-425; P.L. 90-248, Section 240(c); 81 Stat. 911; 42 U.S.C. 620-625; P.L. 92-603, Sec. 412.

Program Description

Provides funds to establish, extend and strengthen public social services which supplement or substitute for parental care and supervision in preventing the neglect, abuse, exploitation, or delinquency of children. Also intended to protect and promote the welfare of children and strengthen family life.

Citizen Participation

The Social Security Act mandates an advisory committee to advise the State public welfare agency on the general policy involved in the provision of day care services. The committee shall be composed of representatives of other State agencies concerned with services, representatives of professional, civic or other public or private organizations, private citizens interested and experienced in service programs, and recipients of assistance or services or their representatives. The latter category shall constitute at least one-third of the membership of the committee. Such recipients or their representatives must be selected in a manner which will assure the participation of the recipients in the selection process and that they are actually representatives of those receiving assistance or services. The State plan must provide for financial arrangements where necessary to make possible the participation of recipients in the work of the committee structure.

The legislation also mandates that the State plan shall provide for the use of paid sub-professionals on the staff, with particular emphasis on the employment of persons of low income as community service aides, and for the use of volunteers in assisting the advisory committee. Employment of such sub-professionals shall include part-time or full-time employment of recipients and other persons of low income. A career service plan must be developed which permits such persons to enter employment at the sub-professional level and progress to positions of increasing responsibility and remuneration. Also required is an organized training program, supervision and supportive assistance for such staff, and annual progression in the utilization of increasing numbers of sub-professional staff until there is optimum use of such staff in achieving the service goals for families and children.

CFDA #13.714
Medical Assistance Program (Medicaid - Title XIX)

Authorization

Title XIX, Social Security Act as amended; P.L. 89-97; P.L. 90-248; P.L. 91-56; 42 U.S.C. 1396 et seq.; P.L. 92-223; P.L. 92-603; P.L. 93-66; P.L. 93-233.

Program Description

Provides grants to States for medical assistance on behalf of eligible families and individuals whose income and resources are insufficient to meet the cost of necessary medical services, and rehabilitation and other services to help such eligible families and individuals attain or retain capability for independence and self-care.

Citizen Participation

The legislation requires that each State plan provide for the effective use of non-paid or partially-paid volunteers in providing services and in assisting any advisory committee established by the State agency.

Regulations require that there will be an advisory committee to the State agency director for health and medical care services, appointed by the director of the State agency or a higher State authority. The medical care advisory committee will include: board certified physicians and other representatives of the health professions who are familiar with the medical needs of low-income population groups and with the resources available and required for their care, members of consumers groups (including Title XIX recipients), and consumer organizations, such as labor unions, cooperatives, consumer-sponsored prepaid group practice plans, etc.; and the director of the public welfare department or of the public health department, whichever does not head the single State agency for the Title XIX plan. The medical care advisory committee will have adequate opportunity for meaningful participation in policy development and program administration, including the furtherance of recipient participation, in the program of the agency. The committee will be provided with financial arrangements, where necessary, to make possible the participation of recipients in the work of the committee. Federal financial assistance is available for up to fifty percent of the support of the activities of the committee.

CFDA #13.748
Work Incentive Program (WIN)

Authorization

Social Security Act, Title IV-A, Sec. 402(a) (19); 42 U.S.C. 602(a)(19); Title IV-C, Sec. 430-443; 42 U.S.C. 630-644, added by P.L. 90-248 and amended by P.L. 92-223.

Program Description

Provides grants to State agencies for necessary child care and supportive services in order that WIN registrants may be employed, trained for employment or placed in on-the-job training or public service employment.

Citizen Participation

The Social Security Act provides for a Labor Market Advisory Council which shall be composed of representatives of industry, labor, and public service employers from the area to be served by the Council.

Federal regulations further provide that the Council shall be composed of not more than 18 members and may include individuals from other groups which the Secretary of Labor may deem advisable (29 CFR 56.16).

CFDA #13.754
Public Assistance - Social Services (Day Care)

Authorization

Title I, P.L. 87-543; 42 U.S.C. 301-306; Title IV, P.L. 90-248; 42 U.S.C. 602-3; Title XVI, P.L. 87-543; 42 U.S.C. 1361-71; P.L. 93-647, Title XX, 42 U.S.C. 1797.

Program Description

Formula grants to provide potential and current recipients of public assistance an array of services which will effectively assist these persons in at-

taining or retaining the least level of assistance. Day Care assistance can be provided under Title XX.

Citizen Participation

Day Care programs funded under this legislation have substantial requirements for citizen involvement. Whenever an operating or administering agency provides day care for forty or more children, a policy advisory committee is required. The committee membership should include not less than fifty percent parents or their representatives (who must be chosen by the parents). This portion of the committee membership must be selected in a democratic manner by the parents or their chosen representatives. Other members should include representatives of professional organizations or individuals who have particular knowledge or skills in children and family programs. The functions of the policy advisory committee will vary depending upon the administering agencies and facilities involved. These committees must, however, perform productive functions including, but not limited to, the following:

1) Assisting in the development of the programs and approving applications for funding;

2) Participating in the nomination and selection of the program director at the operating and/or administering level;

3) Advising on the recruitment and selection of staff and volunteers;

4) Initiating suggestions and ideas for program improvement;

5) Serving as a channel for hearing complaints about the program;

6) Assisting in organizing activities for parents; and

7) Assuming a degree of responsibility for communicating with parents and encouraging their participation in the program.

Opportunities must be provided parents at times convenient to them to work with the program and, whenever possible, observe their children in the Day Care facility. Parents must be given the opportunity to become involved themselves in the making of decisions concerning the nature and operation of the Day Care facility.

CFDA #13.761
Public Assistance-Maintenance Assistance

Authorization

For the fifty States and the District of Columbia: Social Security Act, Title IV-A, Sec. 401-409; 42 U.S.C. 601-609 as amended by Public Laws 92-233; 92-512; 93-647; 94-88.

For Guam, Puerto Rico and the Virgin Islands: Social Security Act, Title IV-A (see above), Title I, X, XIV, and original Title XVI (P.L. 87-543); also Title XI, selected sections.

Program Description

For the fifty States and the District of Columbia: to assist States in furnishing financial assistance to needy families with children.

For Guam, Puerto Rico and the Virgin Islands: for financial assistance and services encouraging rehabilitation and self-care (aid to the aged, blind and disabled).

Citizen Participation

There is no statutory or regulatory mandate for the use of volunteers or advisory groups for the fifty States or the District of Columbia.

With regard to Guam, Puerto Rico and the Virgin Islands, the Social Security Act mandates the use of volunteers. Federal regulations (45 CFR 222) mandates the use of advisory committees.

CFDA #13.771

Social Services for Low-Income and Public Assistance Recipients

Authorization

Social Security Act, Title XX, Part A, Social Service Amendments of 1974, P.L. 93-647; 42 U.S.C. 1397.

Program Description

Provides Federal block grant funding (providing reimbursement up to allowable limits) to encourage provision of social services by States to eligible low-income individuals and families. The legislation specifies five national program goals toward which all Title XX funded services are to be directed. These goals are:

1) Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;

2) Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;

3) Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests or preserving, rehabilitating or reuniting families;

4) Preventing or reducing inappropriate institutional care by providing community-based care, home-based care or other forms of less intensive care; or

5) Securing referral or admission to institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

States are required to view their Title XX resources in relation to other social service programs in ways which promote services coordination and a more comprehensive approach to service delivery. **Title XX funds may not be used to substitute for existing support to other human service programs already funded by State and/or Federal resources.**

Citizen Participation

Under this legislation there is an increase in the authority and responsibility given to individual States for decision making with regard to establishing service priorities and determining how resources will be allocated. The governor of each State must designate an agency of State government as the Title XX agency. The designated agency shall either administer the program directly, or, if the program is administered at the county or other sub-state level, assume supervisory responsibility for the program.

It is the responsibility of this agency to develop and implement a Comprehensive Annual Services Program (CASP) plan. The CASP plan must include: specification and definitions of all services to be offered and methods of delivery; specification of the categories of eligible individuals to whom each service is to be provided and the geographic areas of the State within which each service will be available; and the relationship of each service to one or more of the Title XX program goals. The plan must describe how the needs of the Title XX target groups were taken into account in establishing priorities, how existing service resources were inventoried, etc. The CASP plan becomes, therefore, the primary vehicle for establishing the stan-

dard against which the results of Title XX programs can be monitored and evaluated.

Regulations require that a **proposed** CASP plan be published and made available to the public at least 90 days before the final plan becomes effective. The following procedures are to be used in this process:

1) A news release announcing the proposed plan is to be issued prior to its publication;

2) A summary description of the plan is to be published as a display advertisement in the newspaper of widest circulation in each geographic area described in the plan;

3) A copy of the complete proposed CASP plan is to be made available to the public for inspection or purchase at a reasonable cost at a local public office (at least one in each county) and retained and made accessible to the public throughout the program year;

4) A detailed summary must be made available to the public (without charge) upon request; and

5) A toll-free or local telephone number must be publicized for the purpose of informing the public of the availability of the detailed summary.

Written comments from the public are to be accepted by the Title XX agency for a period of at least 45 days from the date of initial publication. States or counties also may schedule public hearings to receive and record comments from various individuals and special interest groups. All of the comments related to the proposed CASP plan are to be retained and available for inspection by the public and Federal officials for a period of at least three years.

After the minimum 45 days required for public review and comment, the **final** CASP plan **must be published**, following essentially the same procedures as outlined for the proposed plan. Both the newspaper display and the final CASP plan must include an explanation of the differences between the proposed and final plans.

While the legislation does not mandate the use of volunteers, it does require that those States choosing to use volunteers include in their CASP plan a description of the role which volunteers will play in the provision of services and in the overall organizational structure of the State plan.

SOCIAL SECURITY ADMINISTRATION

Authorization

Social Security Act, Title II (Survivors and Disability Insurance Programs); Title XVI (Supplemental Security Income Program - Aid to the Aged, Blind and Disabled); Title IV-A, Sec. 401-409; 42 U.S.C. 801-609 and amended by Public Laws 92-233; 92-512; 93-647; 94-88 (Public Assistance Programs for the 50 States and the District of Columbia); Title IV-A (see above), Title I, X, XIV, and original Title XVI (P.L. 87-543), also Title XI, selected sections (Guam, Puerto Rico and the Virgin Islands); Title XI, Sec. 1113, Social Security Act and P.L. 86-571, Repatriate Program; P.L. 87-510, Cuban Refugee Program.

Program Description

The Social Security Administration (SSA) administers a contributory insurance program to protect the income of workers and their families in case of retirement, disability or death. It also administers the Supplemental Security Income Program of Federally financed assistance to the needy aged, blind and disabled. It provides grants to States for the Federal share of State programs for financial assistance to needy families with children in the 50 States, District of Columbia, Guam, Puerto Rico, and the Virgin Islands. It also administers similar grants to Puerto Rico, Guam, and the Virgin Islands to provide financial and services assistance to needy aged, blind and disabled. It provides temporary assistance for U.S. citizens returned from foreign countries who are destitute or mentally ill.

Citizen Participation

Section 706 of the Social Security Act requires the formation of an Advisory Council on Social Security. A Council is appointed by the Secretary of HEW every four years and serves until its mission is completed and reports are submitted. The statute requires that members shall represent organizations of employers and employees, the self-employed and the public. With respect to the Guam, Puerto Rico and Virgin Island Public Assistance programs for financial assistance to needy aged, blind and disabled and for needy families with children, the Social Security Act mandates the use of volunteers and the Federal regulations (45 CFR 222) mandate the use of advisory committees.

The SSA seeks citizen input into the administration of its programs through publication of regulations in the *Federal Register,* provision of proposed regulations to groups and individuals demonstrating an interest in the subject, and an active publication information program. Attitudinal surveys, public meetings, conferences with interest groups are 'outreach' techniques employed by SSA to determine public concerns, attitudes and recommendations. Liaison is maintained with many of the organizations which have a professional or consumer interest in programs administered by the Agency.

SSA is presently conducting a series of Regional Forums designed to communicate with a cross-section of the public. Regional advisory committees design, conduct, and support these forums which give people the opportunity to express their interest and concerns regarding the Social Security programs.

SSA is also in the process of conducting a one-year demonstration program to study the need and feasibility of using ombudsmen to serve individuals who have difficulty pursuing their rights through the system as it is presently designed.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

CFDA #14.146
Public Housing - Acquisition
(Turnkey and Conventional Production Methods)

Authorization

U.S. Housing Act of 1937, as amended; P.L. 75-412; 42 U.S.C. 1401-1435.

Program Description

Provides funds to local housing authorities established by local governments in accordance with State law, authorized public agencies, or Indian tribal organizations to provide decent, safe and sanitary low-rent housing and related facilities for low-income families.

Citizen Participation

Requires the development and maintenance of tenant organizations which participate in the management of low-income housing projects; the training of tenants to manage and operate such projects and the utilization of their services in project management and operation.

CFDA #14.147
Public Housing Home Ownership for Low-Income Families

Authorization

Housing Act of 1937, as amended; P.L. 54-412, 42 U.S.C. 1401-1435.

Program Description

Provides funds to assist local housing authorities in providing housing purchase opportunities for low-income families by crediting amount budgeted for routine maintenance (performed by tenants) to family equity accounts. Family income increase and/or increase in equity accounts may result in ownership passing to family. Mutual Help Program for Indians allows families to contribute labor on construction of homes.

Citizen Participation

Home Ownership Associations must be formed to make decisions on the development of applications for such assistance.

CFDA #14.203
Comprehensive Planning Assistance

Authorization

Housing Act of 1954, Sec. 701, as amended; P.L. 83-560, 68 Stat. 590-640; 42 U.S.C. 461.

Program Description

Project grants for planning and management activities. Eligible applicants include State agencies (designated by governor), area-wide planning agencies, counties, and cities. Plans must include comments on possible effects of plan implementation on the environment.

Citizen Participation

Advisory involvement of citizens in the development of comprehensive plans is required. Such requirements may be satisfied using technicques which the applicant determines to be appropriate. However, the techniques used must satisfy the following criteria, which will serve as a measure of citizen involvement: extent of interaction and involvement, access to the decision-making process, and adequate and timely information to give citizens the opportunity to review and react to proposals. Each applicant must also include a statement of citizen involvement in its progress report identifying specific activities undertaken to meet the above requirements.

The policy board of the planning agency must contain two-thirds locally elected officials. Citizen representation is provided for by means of board membership or through a separate structure or process which allows citizens to have access to the decision-making process. Citizen involvement is also required where major plans, policies, priorities or objectives are being developed.

CFDA #14.218
Community Development Block Grants - Entitlement Grants

Authorization

Title I of the Housing and Community Development Act of 1974, P.L. 93-383, 42 U.S.C. 5301-5317.

Program Description

Provides block grants to local governments to develop viable urban communities, including decent housing and a suitable living environment, and to expand economic opportunities, principally for persons of low and moderate income. This program replaces Urban Renewal, NDP, Model Cities, Neighborhood Facilities, and others.

Citizen Participation

Citizens must be provided with adequate information concerning the amount of funds available for proposed community development and housing activities, the range of activities which may be undertaken, and other important program requirements. A minimum of two public hearings are required for the purpose of obtaining the views of citizens on community development and housing needs. Citizens must also be given adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities and otherwise participate in the development of the application.

Upon receiving advice from the Department of Housing and Urban Development (HUD) that the application has been accepted for processing, the applicant shall make reasonable efforts to inform citizens involved in or affected by the local community development programs that the ap-

plication has been submitted and is available to interested parties upon request. Notice to that effect shall be published in a periodical of general circulation in the jurisdiction of the applicant. Any person desiring to assert that any portion of an application is plainly inconsistent with generally available facts and data (other than Federal Census data) may submit such documentation to HUD. Specific time limits are prescribed for submitting such data. Final authority for the development of the application and execution of the community development program rests with the applicant.

The grantee must develop and make public a plan to implement the citizen participation requirements. Residents of treatment areas may be provided resources with respect to planning and execution of community development activities.

CFDA #14.219
Community Development Block Grants - Discretionary Grants

Authorization

Title I of the Housing and Community Development Act of 1974, P.L. 93-383, 42 U.S.C. 5301-5317.

Program Description

Provides project grants with objectives similar to those described in CFDA #14.218.

Citizen Participation

Requirements are the same as those described in CFDA #14.218, with the exception that citizen participation requirements must be met prior to submission of the pre-application for funds.

CFDA #14.607
Public Housing - Modernization of Projects

Authorization

Housing Act of 1937, as amended; P.L. 75-412; 50 Stat. 888; 42 U.S.C. 1401.

Program Description

Provides loans and annual contributions to bring existing public housing projects up to present-day physical standards, and to involve tenants in management, including planning and implementing of modernization programs, developing management policies and practices, expanding services and facilities and providing employment opportunities.

Citizen Participation

Requires the involvement of tenants in the planning and development of programs for the modernization of housing projects and for the expansion of services and facilities. Provides for citizen involvement in management policies and practices. Participation is advisory only.

DEPARTMENT OF THE INTERIOR

The Department of the Interior administers a broad range of programs which have both direct and indirect, immediate and long-term impacts upon the individual citizen. Programs and policies involving the parks, refuges, public lands, American Indians, and reclamation projects are among those which have immediate and direct consequences. The management, study and inventory of natural resources, as carried out by the Department and its agencies, have social, economic and environmental impacts which are significant both to the standard and quality of living in the near and distant future.

Most legislated authority for Department of the Interior missions preceded the existing citizen participation requirements of other Departments and Agencies. Consequently, provision for citizen participation in the Department of the Interior programs has been largely a result of administrative policy and directive. Where basic legislation or regulation refers to citizens, the reference in the past usually has been to specific user groups, such as water conservancy districts in the West.

As the public has become more aware of the significant effects on the quality of their lives which flow from decisions made in the Department, the Department, in turn, has become more responsive to public needs for specific information, and for the opportunity to participate in the making of significant decisions. Public hearings or forums and workshop sessions are being held in increasing numbers.

The Department's policy is to provide individual citizens and a broad range of public interest groups a 'good faith' opportunity to understand and contribute to making decisions which will affect them. Specific procedures have been adopted by the Secretary to assure public involvement in his decision process. It is the policy of the Department that before major decisions are made, concerned individuals and groups are contacted in an appropriate manner, that input from these persons has been received, and that related testimony and evidence has been analyzed.

Notices of Departmental proposals for major

action or proposed rulemaking appear routinely in the *Federal Register*. Inquiries can be made by citizens to the Office of Public Affairs, Department of the Interior, Washington, D.C. 20240. In addition, inquiries may be made directly to a specific Bureau within the Department by contacting the Communications/Public Information Offices in that Bureau. The Communications/Public Information Offices endeavor to reach those concerned with particular kinds of issues through such means as advertisement or informational release in trade journals, commercial papers, newsletters, or other special interest publications, and direct mail to known user or interest groups.

Among the information available to interested citizens from the Communications/Public Information Offices of the individual Bureaus or the Secretary's Office are: 1) the membership and procedures of the numerous official advisory boards and committees established to counsel Department officials in various functional areas, and 2) the public interest groups, special interest groups, user groups, etc., all of which are informed and active in the concerns of the Department of the Interior.

The following programs represent those Interior programs having broad concern to the general public. They also reflect the broad areas of Department responsibility. Additional specific activities are listed in the *Catalog of Federal Domestic Assistance*.

BUREAU OF INDIAN AFFAIRS

CFDA #15.100 - 15.140
Indian Affairs - Programs and Services

Authorizations:

The Snyder Act of November 2, 1921, 42 Stat. 208, 25 U.S.C. 13; Public Law 93-638; et al.

Program Description

The Bureau of Indian Affairs is the agency of the Federal government which administers, for the Secretary of the Interior, the trust responsibility vested in the United States for Indian tribes. The Bureau also provides a variety of services to tribal members living on or near Indian reservations, and acts as advocate for Indian people in dealing with the Federal government. The Bureau provides resources for tribal government programs, under a variety of authorities. Other agencies of the Federal government also have special Indian programs, in addition to the range of Federal programs available to Indians as to all U.S. citizens.

Citizen Participation

Direct participation in the work of the Bureau of Indian Affairs is limited to its constituency of recognized tribes and their members living on or near the reservation. Because of the unique Federal-to-tribal relationship, that is government-to-government, the Bureau deals with elected officials of tribal governments. Indian people, including Alaska natives, participate in this process through the election of their officials. Tribal governments participate for their members in the budget process, in program administration, and in the services delivery systems of the Bureau.

With passage of the Indian Self-Determination and Education Assistance Act of 1975, many tribes currently are contracting with the Bureau of Indian Affairs to deliver these programs and services directly to their people. The Bureau has field offices or agencies on or serving Indian reservations and communities. Its Regional or Area administrative offices are in Portland, Oregon; Sacramento, California; Phoenix, Arizona; Gallup and Albuquerque, New Mexico; Anadarko and Muskogee, Oklahoma; Billings, Montana; Aberdeen, South Dakota; Minneapolis, Minnesota; and Washington, D.C. for the Eastern Area.

Inquiries may be addressed to these Area offices, or to the Bureau of Indian Affairs, Washington, D.C. 20240.

BUREAU OF OUTDOOR RECREATION

CFDA #15.400
Outdoor Recreation - Acquisition, Development and Planning

Authorization:

Bureau of Outdoor Recreation Organic Act; Land and Water Conservation Fund Act and Amendment, 16 U.S.C. 1-4 et seq.

Program Description

Provides project grants for financial assistance to the States and their political subdivisions for the preparation of comprehensive state-wide outdoor recreation plans and acquisition and development of outdoor recreation areas and facilities for the general public.

Citizen Participation

Public participation is required in the planning process and in project formulation. Policy for such citizen involvement is established at the State level, and as result varies from State to State. The Environmental Impact Statement process, where applicable, also provides opportunity for public comment.

Individuals or groups may request technical assistance through the Bureau of Outdoor Recreation. Printed information available to the public includes subjects pertinent to citizen involvement, such as material on how to conduct a recreational "needs survey." The Bureau of Outdoor Recreation has regional offices, and a State Liaison Officer is designated by the Governor of each State to coordinate the State's participation in the program. The State Liaison Officer is the best source of information as to State planning and priorities.

Trails, Wild and Scenic Rivers, and other types of recreation areas of wider than local interst are studied by the Bureau. The Bureau is responsible for a Nation-wide Outdoor Recreation Plan, a new plan being required at five-year intervals. Citizen involvement in the development of the plan is solicited, where appropriate, through newspaper advertising or release, special interest groups and direct mail, public hearings, and workshops.

Bureau regional offices are located in San Francisco, California; Seattle, Washington; Denver, Colorado; Albuquerque, New Mexico; Ann Arbor, Michigan; Atlanta, Georgia; and Philadelphia, Pennsylvania.

BUREAU OF RECLAMATION

CFDA #15.501 - 504
Bureau of Reclamation Programs.

Authorization

Federal Reclamation Laws; Act of June 17, 1902, Public Law 57-161, and acts amendatory thereof or supplemental thereto; 43 U.S.C. 391.

Program Description

The Bureau of Reclamation constructs and manages water resources facilities in Western States, to control and maximize use of water supplies in the relatively arid sections of the country. Regional offices are located on the basis of geographical, specifically watershed, patterns: Sacramento, California; Boulder City, Nevada; Salt lake City, Utah; Boise, Idaho; Billings, Montana; Denver, Colorado; and Amarillo, Texas.

Citizen Participation

Although the Bureau deals with public, non-Federal entities, such as water-users organizations, it is sensitive to individual citizen concerns about its activities. Each Regional Director has a designated consumer, or citizen, contact. "Consumers" are defined as individuals whose interests would be substantially impacted by Bureau decisions, actions, or programs. Each Regional Director is responsible for informing consumers about proposed actions which may impact them, and for obtaining citizen input before final decisons are made. Regional offices keep lists of concerned groups and individuals, in addition to normal media distribution of information. It is left to each Regional Director to provide appropriate, open and effective mechanisms for citizen input, and to provide feedback as to decisions made. Besides the Regional Directors, citizens may address the Commissioner, or the Chief, Office of Public Affairs, Bureau of Reclamation, Department of the Interior, Washington, D.C. 20240.

FISH AND WILDLIFE SERVICE

CFDA #15.600 - 611.
Fish and Wildlife Management - Protection. Restoration, Technical Study and Information

Authorization:

Federal Advisory Committee Act, P.L. 92-643.

Program Description

The Fish and Wildlife Service provides grants, technical assistance, training, research and dissemination of technical information related to fish and wildlife management and protection. Grants are made to, or coordinated through, States. Eligible recipients of most non-grant services include a range of State and local offices, including universities.

Citizen Participation

Public comment is solicited on regulations through official notice in the *Federal Register*. Comments of individuals are also sought through articles and advertisement in trade papers, special interest

magazines and newsletters, and by direct mail to a variety of organizations and individuals. Citizen participation also takes place through advisory councils which are based on geographical areas. Such councils cover a number of special areas of concern, for example, "Migratory Shore and Upland Game Birds." Membership on such councils is sought through contact with organizations and groups known to be actively interested in a particular problem or area.

Technical assistance in the form of printed material or consultation on such subjects as fish and wildlife habitat, concerns for local planning, etc., is available upon request from the Regional Directors' offices of the Fish and Wildlife Service: Portland, Oregon; Denver, Colorado; Twin Cities, Minnesota; Albuquerque, New Mexico; Atlanta, Georgia; Boston, Massachusetts.

THE GEOLOGICAL SURVEY

CFDA #15.800 - 804.
Geological Survey - Resource Surveys and Mapping Programs. Water Resources Investigations.

Authorization:

Act of March 3, 1879, 43 U.S.C. 31, 48, 49, 50.

Program Description

Three major programs are Federal-State cooperative programs contributing to production of technical information: Geological and Mineral Resource Surveys and Mapping; Topographic Surveys and Mapping; and Water Resources Investigations.

The technical information produced provides the physical basis for effective planning of programs for development and management of natural resources and efficient operation of interrelated projects at Federal, State and local levels. Private groups of individuals are not eligible, but States, political subdivisions of States and other State instrumentalities may write to the Geological Survey describing the problem. This leads to personal discussions and mutual planning of a program which will meet the local need, and at the same time contribute to the overall national objectives of the Geological Survey.

Citizen Participation

Individual citizens can acquire further information on such surveys done or planned for their area of interest by contacting their appropriate State office (State Geologist, State Planning Office, et al.) or the Interior Department for referral.

Available to the general public is information about maps, charts, geodetic control, aerial and space imagery, and related cartographic data generated by Federal, and ultimately, State, local and private sources. Orders for such material can be accepted by the Geological Survey and forwarded to participating data repositories.

A series of nontechnical publications on a wide range of earth science subjects is available for public distribution. Films and exhibits are also made available for public meetings.

The Geological Survey has numerous field offices for its various missions. Citizens may obtain information or appropriate references from the Western Regional Office, Menlo Park, California, the Central Regional Office, Denver, Colorado or the National Center, Reston, Virginia.

NATIONAL PARK SERVICE

CFDA #15.900 - 15.912.
National Park Service - Program and Services
National Historic Landmarks

Authorization:

Act of August 25, 1916; Historic Sites Act of August 21, 1935; National Historic Preservation Act of October 15, others; 16 U.S.C. et seq.

Program Description

The National Park Service administers National Parks, Monuments and other installations of National historic or natural interest. It provides technical assistance to State and local agencies in furthering park and recreation programs, and studies and encourages the inventory and preservation of historic properties.

Grants are made to States for Historic Preservation through programs administered by State Historic Preservation Officers.

Citizen Participation

A national level advisory body serves to advise the National Park Service on overall park policy. Also, major national parks and recreation areas have advisory boards representative of a variety of interests in the region of the park. Membership on these boards is solicited by the Park Service from groups and organizations known to be actively interested.

Citizen participation is administratively mandated in the process of preparing or revising General Management Plans for new parks, or for changes proposed for existing parks. Public notice, public hearings, and workshops are among those means used to solicit the participation of citizens in the surrounding areas.

Visitors to parks are encouraged to comment on potential as well as existing uses and programs. Private citizens and groups may request by letter information as to listing of significant historical and natural areas, and information related to preservation, restoration or the recovery of archeological remains, the recording of historic buildings and sites, and grants to be used for relevant projects.

State and local units of government, and Indian tribes, may apply to National Park Service Regional Offices by letter explaining the need for technological assistance in such areas as operation and maintenance of park systems, historical and archeological programs. State Historical Preservation Offices are the best source of information about historical activities in a particular State.

Park Service regional offices are located in San Francisco, California; Seattle, Washington; Santa Fe, New Mexico; Denver, Colorado; Omaha, Nebraska; Atlanta, Georgia; Washington, D.C.; Philadelphia, Pennsylvania; and Boston, Massachusetts.

BUREAU OF LAND MANAGEMENT

CFDA # Not Applicable.
Bureau of Land Management - Programs and Services

Authorization:

Taylor Grazing Act of 1934, Federal Land Policy and Management Act of 1976, other applicable laws, administrative policy.

Program Description

The Bureau of Land Management (BLM) administers 473 million acres of Federal land and related resources. BLM is the Federal government's leasing agent for coal, oil, gas and other leasable minerals, and the official surveyor for all Federal lands. Public land resources managed by the Bureau include: livestock forage; timber; wildlife habitat; watershed; cultural and historic values; outdoor recreation; and lands and minerals, including oil and gas leasing on the outer continental shelf. Through its recreation and public purposes programs, the Bureau can sell land at minimal cost to local governments and entities for recreation areas, sanitary landfills, and other public needs.

Citizen Participation

Citizen participation in developing decisions concerning the public lands and their resources has long been a part of the Bureau's land use planning process, by express provision in the Bureau's Administrative Manual. Additional participation was called by the Federal Land Policy and Management Act. Under the Bureau's planning system, public participation in inventorying resources, developing alternative uses, and resolving conflicts regarding possible uses are integral to the land use planning process. Public meetings, public announcements of proposals with requests for comments, and other mechanisms offer the interested citizen opportunity to understand the options and make his opinion known.

The Bureau of Land Management has had advisory councils at the national, State and local level since shortly after passage of the Taylor Grazing Act of 1934. The Federal Land Policy and Management Act of 1976 authorizes the Secretary of the Interior to establish advisory councils of not less than 10 and not more than 15 members, appointed by him from among persons who are representative of the various major citizens' interests concerning the problems relating to land use planning or the management of the public lands located within the area for which an advisory council is established. At least one member of each council shall be an elected official of general purpose government serving the people of such area. The 1976 Act also authorizes establishment of a California Desert Conservation Area Advisory Committee, and local grazing advisory boards.

The Bureau of Land Management has district offices and State Directors' offices in the capitals of western States where the Bureau has jurisdiction.

OFFICE OF OUTER CONTINENTAL SHELF LEASING

CFDA # Not Applicable.
Outer Continental Shelf (OCS) Leasing

Authorization:

Administrative policy.

Program Description

Provides avenues for State and local officials and the general public to be informed and to express opinions on the sequence of decisions leading to additional production of oil and gas from the outer continental shelf.

Based on information acquired throughout the leasing process, the Secretary of the Interior decides whether or not to hold a lease sale leading to exploration and possible drilling, production, transportation and refining of oil and gas from offshore tracts. The OCS leasing process includes data survey, baseline studies, resource reports, calls for nomination of specific tracts for further study, and specific tracts for *exclusion* from further process; tract selection; draft Environmental Impact Statement; and Secretarial decision on whether or not to proceed with the sale. OCS orders governing exploration and production activities for each lease area are tailored to environmental and safety concerns which have surfaced in the leasing process.

Citizen Participation

Governor's offices, State Geologists, and numerous other State and local officials are consulted throughout the process. The OCS program is advised by two bodies each having State representation designated by the Governor. The OCS Advisory Board provides policy advice on all aspects of exploration and development of OCS resources. The OCS Environmental Studies Advisory Committee provides technical advice on the design and implementation of environmental studies related to oil and gas exploration and development on the OCS. Notices of meetings are published in the *Federal Register*.

A tentative lease sale schedule is published. *Federal Register* notices are issued at periodic stages through the leasing process - a significant one for interested citizens being the request for nominations.

Public hearings are held as called for by the laws, regulations and guidelines covering the Environmental Impact Statement process. Additional public hearings or forums are held when called for by the level of public concern, complexity of information to be considered, etc.

Tentative sale schedules and other information can be found in public libraries and other customary repositories, through State and local officials, or by contacting regional officials of the Secretary's office, the Bureau of Land Management, or the Office of Public Affairs, Washington, D.C. 20240.

DEPARTMENT OF JUSTICE

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

CFDA #16.500
Law Enforcement Assistance - Comprehensive Planning

Authorization

Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3701, et seq., as amended by Public Laws 90-351, 93-83 and 93-415.

Program Description

Planning block grants are provided to the States for the establishment and operation of State law enforcement and criminal justice planning agencies (State Planning Agencies) for the preparation, development, revision, and administration of a comprehensive state-wide law enforcement and criminal justice plan. The State Planning Agency is created under the jurisdiction of the chief executive of the State. Regional planning units assist the State Planning Agency in carrying out the State Planning Agency functions.

Citizen Participation

The supervisory boards of the State Planning Agency and regional planning units are required to include representatives of citizens, professional, and community organizations, including organizations directly related to delinquency prevention. The supervisory boards of regional planning units must be comprised of a majority of local elected officials. The State Planning Agency and any other planning organization, including regional planning units, are required to hold public meetings with prior public notice given if final action is to be taken on the comprehensive State plan or any application for funds which have been awarded to the State Planning Agency by LEAA. The public has access

to records relating to State Planning Agency and any other planning organization functions carried out under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, with the exception of any records that are required to be kept confidential by the provisions of local, State, or Federal law.

CFDA #16.501
Law Enforcement Assistance - Discretionary Grants

Authorization

Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. Sec. 3701, et. seq., as amended (Public Law 90-351, as amended by Public Law 93-83 and Public Law 93-415).

Program Description

Discretionary grants are provided according to the criteria and on the terms and conditions LEAA determines consistent with the Omnibus Crime Control and Safe Streets Act of 1968, as amended, for the purpose of reducing and preventing crime and juvenile delinquency and insuring the greater safety of the people. Some of the areas of program emphasis include the Victim/Witness Assistance Program, the Citizen Participation Program, the Crime Prevention Program, the Juvenile Delinquency Prevention Program, the Community Corrections Program, and the Indian Criminal Justice Program. Programs and requirements are fully described in LEAA Manual M-4500. IE, the Guide to Discretionary Programs.

Citizen Participation

Projects normally must be endorsed by the State Planning Agency of the State in which it is to be located. (Note requirements under CFDA #16.500 regarding State Planning Agencies.)

CFDA #16.502
Enforcement Assistance - Improving and Strengthening Law Enforcement and Criminal Justice

Authorization

Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. Sec. 3701, et seq., as amended (Public Law 90-351, as amended by Public Law 93-83 and Public Law 93-415).

Program Description

Action block grants are provided to the State Planning Agencies to implement the comprehensive state-wide law enforcement and criminal justice plan developed by the State Planning Agency and approved by LEAA. The State Planning agency receives applications and disburses funds to the applicant upon a determination that the application is in accordance with the purposes stated in Section 301 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and is in conformance with the approved comprehensive State plan.

Citizen Participation

Subject to requirements under CFDA #16.500.

CFDA #16.516
Law Enforcement Assistance - Juvenile Delinquency Prevention - Allocation to States

Authorization

Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C., Sec. 5601 et seq. P.L. 93-15.

Program Description

Formula grants are provided to State and local governments to assist in planning, establishing,

operating, coordinating, and evaluating projects directly or through contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system. State plans are required to be developed and administered by the State Planning Agency, which is created by the Chief Executive of the State, to perform the duties required by the Omnibus Crime Control and Safe Streets Act of 1968, as amended.

Citizen Participation

An Advisory group is required to be appointed by the Chief Executive. The legislation requires that an advisory group be appointed by the Governor of the State to advise the State Planning Agency and its supervisory board in approval of the State plan. Membership of the advisory group shall consist of not more than thirty-three persons who have training, experience or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. Among the membership shall be representatives of units of local government, juvenile justice agencies, private organizations concerned with the quality of juvenile justice, education or social services for children, citizen volunteers who work with delinquents or potential delinquents, community based delinquency prevention or treatment programs, and organizations which represent employees affected by this Act. Also subject to requirements under CFDA #16.500.

DEPARTMENT OF LABOR

CFDA #17.200
Apprenticeship Outreach Program

Authorization

Title III of the Comprehensive Employment and Training Act of 1973, P.L. 93-203, 87 Stat. 839.

Program Description

Provides project grants and contracts to seek out qualified applicants from minority groups in order to motivate, guide and assist their entrance into registered apprenticeship programs.

Citizen Participation

(Refer to CFDA #17.232) Additionally, to the extent possible, Outreach Programs should cooperate and coordinate their activities with the U.S. Employment Service Apprenticeship Information Centers (AICs). Reporting systems for AICs provide for referrals from AICs to Apprenticeship Outreach Programs. Where AICs and Apprenticeship Outreach Programs exist in one locality, advisory board requirements call for overlapping or reciprocal membership.

Members of AIC local advisory committees are appointed by local officials or governors, and include representatives from organized labor, management, education, minority communities, and women's groups, along with other broad-based groups, including governmental units. Such advisory committees are required to work closely with other outreach organization in their communities, coordinating the work where possible.

CFDA #17.207
Employment Service

Authorization

The basic mandate for the establishment of the U.S. Employment Service is the Wagner-Peyser Act of 1933, P.L. 73-30, as amended. Twenty-two additional pieces of legislation affect the responsibilities and assignments of Employment Service offices. Some of the more significant pieces of legislation are: Comprehensive Employment and Training Act of 1973, P.L. 93-203; the Social Security Act of 1935, P.L. 74-271 as amended; the Vietnam Veterans' Readjustment Assistance Act of 1974, Title IV, P.L. 93-508; the Trade Act

of 1974; and Rehabilitation Act of 1973, P.L. 42-112; and the Emergency Jobs and Unemployment Assistance Act of 1974, P.L. 93-567.

Program Description

Provides grants to States for a national system of public employment service offices. Refers individuals seeking employment opportunities to job openings listed by employers. Provides counseling, testing, labor market information, assistance on filing complaints and other services related to seeking and obtaining employment.

Citizen Participation

Regulations governing the operation of the Employment Service are published in the *Federal Register* for public comment within thirty days, prior to their becoming final. Any member of the public may provide comments and recommendations.

CFDA #17.219
Employment and Training Institutional Grants

Authorization

Title III of the Comprehensive Employment Training Act of 1973, P.L. 93-203, 29 U.S.C. 801 et seq., 87 Stat. 839.

Program Description

Provides project grants to assist academic institutions in strengthening their activities in the manpower field.

Citizen Participation

Subject to requirements under CFDA #17.232.

CFDA #17.221
Employment and Training Research Small Grants Projects

Authorization

Title III of the Comprehensive Employment and Training Act of 1973, P.L. 92-203; 29 U.S.C. 801 et seq., 87 Stat. 839.

Program Description

Provides project grants to broaden and strengthen national and local employment, training research, and operating programs. Grants are made to public and private non-profit academic institutions and research organizations.

Citizen Participation

Subject to requirements under CFDA #17.232.

CFDA #17.226
Work Incentive Program (WIN)

Authorization

Social Security Act as amended, P.L. 90-248, and 92-223; Revenue Act of 1971, P.L. 92-178.

Program Description

Provides project grants to move men, women and out-of-school youth, 16 years or older, from Aid to Families with Dependent Children rolls to meaningful, permanent and productive employment through appropriate training, social services, job placement and other services.

Citizen Participation

Subject to requirements under CFDA #17.232.

CFDA #17.228
National On-the-Job Training

Authorization

Title III of the Comprehensive Employment and Training Act of 1973, P.L. 93-203.

Program Description

Provides project grants to provide occupational training for unemployed and underemployed persons who cannot reasonably be expected to otherwise obtain appropriate full-time employment.

Citizen Participation

Subject to requirements under CFDA #17.232.

CFDA #17.230
Migrant and Seasonal Farm Worker Program

Authorization

Title III Section 303 of the Comprehensive Employment and Training Act of 1973, as amended, P.L. 93-203, 87 Stat. 839.

Program Description

Project grants or contracts to provide services necessary to assist the families of migrant and seasonal farmworkers find economically viable alternatives to agricultural labor by placing persons in suitable employment and rendering other supportive services.

Citizen Participation

Subject to requirements under CFDA #17.232.

CFDA #17.232
Comprehensive Employment and Training Programs

Authorization

Titles I and II of the Comprehensive Employment and Training Act of 1973, P.L. 93-203, 89 Stat. 839. Also the Emergency Jobs and Unemployment Assistance Act of 1974, P.L. 93-567, 88 Stat. 1845 which amends P.L. 93-203 by adding a new Title VI.

Program Description

Provides formula grants for units of State and local governments having populations of 100,000 or more, and to groups of general purpose local governments, at least one of which has a population of 100,000 or more. Units of government receiving such grants are designated as "prime sponsors." Grants are intended to provide job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons to assure that training and other services lead to maximum employment opportunity, and enhance self-sufficiency by establishing a flexible and decentralized system of Federal, State and local assistance.

Citizen Participation
Title I, Sec. 104 - Prime Sponsor's Planning Councils

Each prime sponsor is required to establish a planning council consisting of members who are representative of the client community and of community- based organizations, the employment service, education and training agencies, institutions, business, labor, agriculture (where appropriate), and veterans (as temporary members). It is the responsibility of the planning council to recommend program plans and goals, policies and procedures; and also to monitor and evaluate the progress of such

programs. Final decisions are to be made by the prime sponsors.

Each prime sponsor shall publish a summary of the grant application package, including the proposed allocation of funds, in a newspaper or newspapers (including minority newspapers, where feasible) which will provide for a general circulation throughout the area to be served by the prime sponsor's plan. Such publication shall be for three consecutive issues. Such publication shall be made thirty days prior to submission of application.

Title I, Sec. 107 - State Manpower Services Councils

States designated as prime sponsors are required to establish a manpower services council. Appointed by the governor, one-third of its membership shall be representatives of prime sponsors within the State. The remainder of the council shall include representatives of organized labor, business and industry, the general public, community-based organizations, and the population to be served (including representation of women, persons of limited English-speaking ability and other minority groups when such persons represent a significant portion of the client population).

The Wagner-Peyser Act of 1933, P.L. 73-30 requires the establishment of a Federal Advisory Council, composed of men and women representing employees and employers, in equal numbers, for the purpose of formulating policy and discussing problems relating to employment and training grants, and the organization of similar councils at the State level. State level councils are designated as advisory boards.

Youth Employment and Training Programs

CFDA numbers not yet assigned for following programs:

Authorization

Comprehensive Employment and Training Act of 1973, as amended, Titles VIII and III Part C.

Program Descriptions

Youth Adult Conservation Corps - employing youths age 16 through 23 in conservation projects. Administered through interagency agreement with the Secretaries of Agriculture and Interior.

Youth Incentive Entitlement Projects - to demonstrate the efficacy of guaranteeing employment and/or training to economically disadvantaged youths age 16 through 19. Provides funds to selected prime sponsors.

Youth Community Conservation and Improvement Projects - to provide youth age 16 through 19 with employment, work experience, skill training and opportunities for community services. Projects developed by State and local governments and agencies, and other organizations.

Youth Employment and Training Programs - provides funds for state-wide programs and for those developed by prime sponsors (funds distributed on a formula basis). Secretary of Labor is also given authority to carry out innovative and experimental programs. Among these are programs for in-school youth, for native American youth, and for migrant and seasonal farmworker families. Special funds are set-aside or earmarked for these programs.

Citizen Participation

These programs are subject to requirements for

Prime Sponsors Planning Councils and State Manpower Services Councils established under Title I. (Note CFDA #17.232.) In addition, a Youth Council must be established under each Prime Sponsor's Planning Council consisting of members who are representative of the client community, educational agencies and institutions, business, labor, and public employment service, local government and agencies, and organizations serving youth. It is the responsibility of the Youth Council to make recommendations to the Planning Council with respect to the planning and review of Youth Employment and Training Programs.

CFDA #17.234
Indian Manpower Programs

Authorization

Comprehensive Employment and Training Act of 1973 as amended, Titles II, III, and VI, P.L. 93-203, 29 U.S.C. 801 et seq. 87 Stat. 839; P.L. 93-567, 29 U.S.C. 981 et seq., 88 Stat. 1845.

Program Description

Provides project grants to Indian tribes or other groups for the purpose of providing training and support services to reduce the economic disadvantages and to advance the economic and social development of Indians and others of native American descent, wherever they reside.

Citizen Participation

Subject to requirements under CFDA #17.232.

NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES

Authorization

National Foundation on the Arts and Humanities Act of 1965, P.L. 89-209, as amended; 20 U.S.C. 951.

The National Foundation on the Arts and Humanities was created to encourage and assist the Nation's cultural resources and includes both the National Endowment for the Arts and the National Endowment for the Humanities. Both the National Endowment for the Arts and the National Endowment for the Humanities receive annual appropriations from the Congress, as well as private donations, and are each advised by a National Council. The membership of these Councils is appointed by the President, with the advice and consent of the Senate. They are composed of the two Chairmen of the National Endowments and private citizens who are widely recognized for their broad knowledge of or expertise in, or their profound interest in, the arts and humanities. In making his appointments to the Councils, the President considers recommendations made to him by a variety of leading national organizations.

NATIONAL ENDOWMENT FOR THE ARTS

Programs administered by the National Endowment for the Arts are aimed at three basic goals — availability of the Arts, cultural resources development, and support of the advancement of the Nation's cultural legacy.

These goals are sought through fellowships awarded to individuals of exceptional talent, and matching grants to non-profit organizations involved in such areas as architecture, environmental arts, crafts, dance, education, literature, museums, music, theatre, etc. Grants are also awarded to State agencies for the Arts and regional arts groups who work closely with the Endowment in developing arts programs in their areas.

Two programs administered by the National Endowment for the Arts which seek the widest possible citizen and community-wide support are the City Spirit program and the Expansion Arts program.

(CFDA # not applicable)
City Spirit Program

City Spirit is a program to stimulate and encourage many local citizen interests to come together to plan for ways in which arts resources can be uti-

lized and supported throughout the community. Preliminary assistance is provided by the visit of a facilitator/consultant to aid citizen groups and organizations in working cooperatively to identify local arts resources, priority needs, and new sources of leadership and support for the arts.

Applicants for facilitator/consultant assistance must demonstrate that circumstances in the community indicate the need for a broad-based cooperative arts planning effort, and that representatives of interested groups are prepared to participate and benefit from such assistance. To qualify for further assistance, many citizen interests must be involved in a community-wide planning effort. Opportunities for citizen participation must exist at all levels of planning, through advisory committees, task forces, public hearings, etc.

Although no percentage formulas for participation of specific groups are required, representation is expected to include such areas as the arts, government, business, labor, religious, educational, social welfare, media, and civic interests.

Subsequent grant assistance to support ongoing efforts is provided to communities demonstrating significant level of interest, support and need.

CFDA #45.010
Expansion Arts Program

The Expansion Arts program provides funds to urban, suburban and rural community arts organizations with proven professional direction. Its focus is neighborhood arts programming, that is, arts programs *based in* their neighborhoods, rather than outreach programs *to* certain neighborhoods. Its constituency is the people of the neighborhood, whether they live in an inner city block district or a region of many miles. Applications for Expansion Arts funds must include evidence of community support and the opportunity for citizen input, involvement, and direction regarding the artistic nature, administration and development of such projects.

Expansion Arts projects often serve people denied access to cultural events and facilities due to economic, geographic or physical restraints. Programs are usually directed by professionals who have chosen to remain and work in their communities, and who are deeply involved in the cultural expression and traditions of their neighborhoods, communities and regions. Organizations and activities funded by this program include those which provide performances, exhibitions and festivals for the community; projects which specialize in workshops and classes; State arts agencies having demonstrated a commitment to neighborhood arts programming; community institutions which offer training and participation in several arts forms, as well as performing and exhibiting opportunities; and service organizations which provide administrative and programmatic services to community arts groups. In addition, the program provides free technical assistance to such organizations.

NATIONAL ENDOWMENT FOR THE HUMANITIES

The National Endowment for the Humanities supports projects of research, education, and public activity in the humanities. As defined in the enabling legislation, the humanities include, but are not limited to, history, philosophy, languages, literature, linguistics, archeology, jurisprudence,

history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value. The basic mission of the Agency is to promote broad *public* use of the humanities.

Citizen participation in the decision-making processes of the National Endowment for the Humanities is significant, and takes place at various levels and stages in the funding, development and administration of humanities projects.

In every State a volunteer committee of citizens, drawn from every region of the State, acts as the State's Humanities Committee. Membership includes representatives from such groups as business, civic organizations, labor, museums, institutions of higher education, libraries and historical organizations, agriculture, and the professions. Each Humanities Committee applies to the Endowment for funds which it uses, in turn, to make grants in support of humanities projects in its State.

Each committee creates its own grant-making program, designed to serve the unique needs of its State. By law, these committees must have a membership policy which assures regular rotation of members and officers, and a nomination process which "assures opportunities for nomination to membership from various groups within the state . . . and from a variety of segments of the population." In addition, each State Humanities Committee provides easy public access to information relating to its programs, through periodic newsletters, news releases, and annual reports. Each committee also must periodically evaluate itself by soliciting public comment on its activities. In these ways, each State Humanities Committee continually receives fresh points of view from the public as it shapes its unique, grass-roots humanities program.

Most applications for funding are first examined and rated by 2 or 3 — sometimes even a dozen — independent reviewers outside of the Federal government, who have volunteered their services. All applications — together with the written comments of these reviewers — are brought before panels of other private citizens (the applicant's peers, in effect) who review them in competition and make recommendations on funding. They represent a wide spectrum of interests and expertise and range, for example, from young people — in and out of school — to media professionals and members of the academic community. Final decisions on all applications for funding are made by the Chairman, after receiving the recommendations of the National Council on the Humanities.

The Endowment pursues humanistic projects through libraries, historical organizations, and museums; in newspapers; on television and radio; through professional organizations and community groups, and of course, in the classroom. Most of these projects call for the active participation of many individuals and groups, many not routinely involved in the humanities.

NATIONAL SCIENCE FOUNDATION

Authorization

National Science Foundation Act of 1950, P.L. 87-507, as amended.

The National Science Foundation (NSF) is an independent agency within the Executive Branch of the government. It is advised in policymaking functions by the National Science Board, composed of 24 part-time members and the Director of the Foundation. Members of the Board are appointed by the President, with the advice and consent of the Senate. They are selected because of their distinguished services in the scientific community and in such a way as to be representative of the scientific leadership in all areas of the Nation, including industrial leaders, educators, public administrators, etc.

The Director of NSF and his supporting staff are advised by the National Science Foundation Advisory Council. The Council consists of approximately 25 members appointed by the Director and selected for their demonstrated or potential ability to address broad issues relating to the Federal support of science. Membership represents a cross section of the scientific disciplines and programs supported by the Foundation and include non-scientists as well. Membership is reasonably balanced in terms of geographic distribution, size and type of organizations represented, ethnic minorities, and sex.

The Foundation's basic responsibility is to initiate and support basic scientific research and programs to strengthen scientific research potential and science education programs at all levels in the mathematical, physical, biological, engineering, social, and other sciences. It is charged with fostering the interchange of scientific information among scientists in the United States and foreign countries, fostering and supporting the development and use of computer and other scientific methods and technologies, and evaluating the status and needs of the various sciences. In carrying out these responsibilities, NSF awards grants, contracts, and renders other forms of assistance. Scholarships and graduate fellowships are awarded in the mathematical, physical, biological, engineering, social, and other sciences. Among research efforts receiving such support is that of independent research by individuals.

NSF is currently engaged in two efforts which will expand the areas from which it receives input for work undertaken by the Foundation. The first such effort is that being addressed by a recently formed subcommittee of the National Science Foundation Advisory Council. This subcommittee has as its task to "Identify and review the ways non-

scientists now participate in the formation of the nation's science policy, the present arrangements for involving the public in development of Foundation policies, and suggest possible new approaches or improvements in NSF practices."

The second effort is in the nature of regional forums which are being held under the auspices of the National Science Board. These forums are held in response to language in the NSF authorizing legislation for Fiscal Year 1976 which directed the Foundation.

> . . . "To prepare a comprehensive plan to facilitate the participation of members of the public in the formulation, development and conduct of the National Science Foundation's program, policies, and priorities."

The primary objective of the forums is to encourage the expression of views by the general public on scientific and science education issues. Several members of the National Science Board participate in each forum; senior NSF staff are also present.

Participation is invited from business, State and local government, educational institutions, public interest and citizen groups, and the community at large. Ideas exchanged at the forums help the Board expand its information base and assist in its policy-making role.

The NSF **Science for Citizens program** was developed to improve the public understanding of science, engineering, and technology and their impact on public policies. "Public service science," for the purpose of this program, means participation in activities contributing to the development and dissemination of facts, issues, and arguments relevant to public policy issues having significant scientific and techological aspects. These activities are directed toward enabling citizens to reach informed decisions on issues affecting their daily lives, as consumers, workers, family members, and community residents, as well as on matters of public policy in broader social and political aspects.

Under the Science for Citizens program, residencies and internships are awarded to facilitate the participation of scientists and engineers and of students of science and engineering in public service science activities. Appropriate projects may include (but are not limited to) research, writing, expert advice and other activities addressed to the needs of citizens, and informal educational activities for adults, such as seminars, workshops, and public lectures. Residents and interns must associate themselves with any of a wide range of host organizations, including, for example, educational institutions, State and local government agencies and offices, professional associations and societies, trade unions and trade associations, citizen organizations and other groups serving important public purposes. Priority is given to applications from residents and interns proposing to associate themselves with host institutions that do not normally have access to scientific expertise.

Applicants are required to state clearly the contributions they expect to make to improving *public* understanding of science, engineering, and technology and their impact on public policies. Applications are encouraged from persons who wish to seek out information and make independent appraisals on science-oriented policy issues subject to *public debate* and of concern to *citizen groups*. Materials produced by residents and interns during their tenures are expected to be available to the public.

DEPARTMENT OF TRANSPORTATION

U.S. COAST GUARD

CFDA #20.004
Boating Safety - Financial Assistance Program

Authorization

Federal Boat Safety Act of 1971, as amended, P.L. 92-75, P.L. 94-340, Sec. 25-31; 46 U.S.C. 1474-1480.

Program Description

The program consists of formula grants in the form of financial assistance to State boating safety programs. The purpose of the program is to encourage greater State participation and consistency in boating safety efforts, particularly in safety patrol and enforcement activities. The program also provides project grants to encourage national non-profit public service organizations to undertake boating safety activities and studies that are national in scope and benefit.

Citizen Participation

The Federal Boat Safety Act requires no direct citizen participation in the financial assistance program at the Federal level. The terms and criteria under which financial assistance funds are allocated are largely fixed in the Act. The Act does provide a mechanism for citizen participation in Coast Guard administration of the provisions of the Act in the form of the National Boating Safety Advisory Council (NBSAC). NBSAC is a twenty-one member advisory committee composed equally of State boating safety officials, boat and associated equipment manufacturers, and members of the general public. The Coast Guard is required to consult with NBSAC in formulating boating safety regulations and on other major boating safety matters. NBSAC meetings, usually held three to four times each year, are open to the public.

FEDERAL AVIATION ADMINISTRATION

CFDA #20.102
Airport Development Aid Program

Authorization

Airport and Airway Development Act of 1970,

P.L. 91-258; 49 U.S.C. 1701, as amended by P.L. 92-174, P.L. 93-44, and P.L. 94-353.

Program Description

Provides project grants to assist public agencies in the development of public airports adequate to meet the needs of civil aeronautics. Grant can be made for: (1) land acquisition; (2) site preparation; (3) construction, alteration, and repair of runways, taxiways, aprons and roads within airport boundaries; (4) construction and installation of lighting utilities, navigational aids, and certain off-site work; (5) safety equipment required for certification of airport facility; (6) security equipment required of the sponsor by the Secretary of Transportation by rule or regulation for the safety and security of persons and property on the airport; (7) snow removal equipment; (8) noise suppressing equipment, construction, landscaping and land acquisition for noise compatibility; and (9) terminal development. Technical advisory services are also provided.

Citizen Participation

An opportunity for a public hearing must be offered for airport development projects involving the location of an airport, an airport runway, or a runway extension. Publications explaining citizen participation policies in FAA programs are available from the Office of Public Affairs, Federal Aviation Administration, 800 Independence Avenue, Washington, D.C. 20591.

CFDA #20.103
Airport Planning Grant Program

Authorization

Airport and Airway Development Act of 1970, P.L. 91-258; 49 U.S.C. 1713, as amended by Airport and Airway Development Act Amendments of 1976, P.L. 94-353.

Program Description

Provides project grants to assist public and planning agencies in the planning of a nationwide system of public airports adequate to meet the needs of civil aviation. State, county, municipal governments, and other public and planning agencies, may obtain grants to develop airport master plans and system plans.

Citizen Participation

Citizen participation is not mandatory at the time of application, but FAA policy encourages the establishment of advisory committees and citizen participation groups as the work plan is established. Also note the requirements under CFDA #20.102.

FEDERAL HIGHWAY ADMINISTRATION

CFDA #20.205
Highway Research, Planning and Construction

Authorization

Federal Aid Highway Act of 1973, P.L. 93-87, Title 23 U.S.C. as amended; Federal Aid Highway Amendments of 1974, P.L. 93-643; Federal Aid Highway Act of 1976, P.L. 94-280.

Program Description

Provides formula grants and/or project grants to assist State highway departments in planning, con-

structing or rehabilitating the interstate highway system and for planning, building or improving primary, secondary, and urban system roads and streets. Also provides aid for their repair following disasters, to foster safe highway design and to replace unsafe bridges.

Citizen Participation

Any State highway department which submits plans for a Federal Aid Highway Project involving the bypassing of, or going through any city, town, or village shall certify to the Secretary of Transportation that it has held public hearings at a convenient location for the public. Regulations require a second set of hearings in many cases. In urbanized areas a continuing, cooperative, and comprehensive transportation planning process, which includes provisions to ensure involvement of the public, is required. Opportunities for public participation are also required in the assessment of the environmental, social and economic impacts of highway plans. The 38 member National Safety Advisory Committee provides advice to the Secretary on highway safety matters. Publications explaining citizen participation policies are available from the Office of Public Affairs, Federal Highway Administration, 400 Seventh Street, S.W., Washington, D.C. 20590.

FEDERAL RAILROAD ADMINISTRATION

CFDA #20.305
Local Rail Service Continuation Payments
(Title IV Service Continuation Grants)

Authorization

Regional Rail Reorganization Act of 1973, Section 402, P.L. 93-236, as amended by the Rail Revitalization and Regulatory Reform Act of 1976, P.L. 94-210, 49 CFR Part 225.

Program Description

Formula grants to provide assistance toward maintaining a program of rail service continuation in the Northeastern and Midwestern States.

Citizen Participation

In order to be eligible for program grants, the applicant State agency must develop a State Rail Plan. This plan must be developed with opportunity for participation by public and private agencies having authority and responsibility for railroad activity in the State, and adjacent States where appropriate. Provision shall be made for affording interested persons, such as users of rail transportation, labor organizations, local governments, environmental groups and the public generally, timely opportunity to express their views in the development of the State Rail Plan. Provision shall also be made for updating, revising, and amending the Plan.

CFDA #20.308
Local Rail Service Assistance National Program

Authorization

Department of Transportation Act. 49 U.S.C. 1654, as amended by Railroad Revitalization and Reform Act of 1976, Section 803, P.L. 94-210, 49 CFR 266 Proposed Regulations at 41 FR 33354.

Program Description

From July 1, 1976 to April 1, 1978, this program is applicable to all States outside the Northeastern and Midwestern United States that are not covered by programs under CFDA #20.305. After April 1, 1978 this program will extend to all States. Grants are available for rail service continuation payments, rail property acquisition, rail property rehabilitation and improvements and minimization of costs arising from lost rail service.

Citizen Participation

Subject to requirements under CFDA #20.305. In addition, 49 CFR 266.9 procedures shall be established to provide a public hearing on the contents of the plan prior to final adoption of the plan by the State.

URBAN MASS TRANSPORTATION ADMINISTRATION

CFDA #20.500
Urban Mass Transportation Capital Improvement Grants

Authorization

Urban Mass Transportation Act of 1964, P.L. 88-365, as amended through Feb. 5, 1976; P.L. 93-87, 49 U.S.C. 1601, et seq.

Program Description

Provides project grants to assist in financing the acquisition, construction and improvement of facilities and equipment for use, by operation, lease, or otherwise, in mass transportation service and in coordinating service with highways and other transportation.

Citizen Participation

Any application for a capital grant or loan under the Mass Transportation Act must include certification that the applicant provided adequate opportunity for a public hearing with prior notice and has held such hearing. 49 U.S.C. 1602(d) and 49 U.S.C. 1604(i) and UMTA External Operating Manual (August 1962), Program Information for Capital Grants and Technical Studies Grants.

CFDA #20.501
Urban Mass Transportation Capital Improvement Loans

Authorization

Urban Mass Transportation Act of 1964, P.L. 88-365, as amended through Feb. 5, 1976; P.L. 93-87, 49 U.S.C. 1601(d), et seq.

Program Description

Provides loans to finance the acquisition, construction, reconstruction and improvement of facilities and equipment for use by operation, lease, or otherwise, in mass transportation service in urban areas.

Citizen Participation

Subject to requirements under CFDA #20.500.

CFDA #20.505
Urban Mass Transportation Technical Studies Grants

Authorization

Urban Mass Transportation Act of 1964, P.L. 88-365, as amended through November 26, 1974; P.L. 91-453, 49 U.S.C. 1601 et seq., as amended through February 5, 1976, P.L. 93-503.

Program Description

Provides project grants to assist in planning, engineering and designing of mass transportation projects, and other technical studies in a program for a unified or officially coordinated urban transportation system.

Citizen Participation

The Joint UMTA/FHWA planning regulations require the local urban planning process to include provisions to ensure involvement of the public.

CFDA #20.506
Urban Mass Transportation Demonstration Grants

Authorization

Urban Mass Transportation Act of 9164, P.L. 88-365, as amended through November 26, 1974; P.L. 93-503; 49 U.S.C. 1601 et seq; 49 CFR 601.

Program Description

Provides contract and project grants to demonstrate new facilities, equipment, techniques, and methods in an operational environment that will reduce urmum feasible community participation in the critical urban transportation decisions made in the community. The goal is considered in evaluation of grant applications.

CFDA #20.507
Urban Mass Transportation Capital and Operating Assistance

Authorization

Urban Mass Transportation Act of 1964, P.L. 88-365, as amended through November 26, 1974; P.L. 93-87; 49 U.S.C. 1601 et seq., as amended through February 5, 1976; P.L. 93-503.

Program Description

Provides formula grants to assist in financing the acquisition, construction and improvement of facilities and equipment for use by operation or lease, or otherwise in mass transportation service, and the payment of operating expenses to improve or to continue such service by operation, lease, contracts, or otherwise.

Citizen Participation

Subject to requirements under CFDA #20.500.

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA)

CFDA #20.600
State and Community Highway Safety

Authorization

Highway Safety Acts of 1966, 1970 and 1973, Public Laws 86-564, 91-605, 93-355, and 93-643; 23 U.S.C. 402, as amended; 23 U.S.C. 120.

Program Description

Provides grants on a formula basis to States and

their political sub-divisions through State Highway Safety Programs. The purpose of the program is to provide a coordinated national highway safety program to reduce traffic accidents, deaths, injuries, and property damage.

Citizen Participation

In NHTSA's grant program to the States, there is no mandated citizen participation requirement. However, a National Highway Safety Advisory Committee, consisting of thirty-eight representatives from the Federal, State, local and private communities, is appointed by the President for the purpose of consulting with, and making recommendations to the Secretary of Transportation on matters relating to activities and functions of the Highway Safety Program.

(CFDA # not assigned)
Financial Assistance to Participants in Administrative Proceedings - Demonstration Program

Authorizaiton

Department of Transportation Act, 49 U.S.C., 1651 et seq. and related statutes, such as National Traffic and Motor Vehicle Safety Act, 15 U.S.C. 1381 et seq; the Motor Vehicle Information and Cost Savings Act, 15 U.S.C. 1901 et seq; and the Highway Safety Act of 1966, 23 U.S.C. 401 et seq.

Program Description

This is a one-year demonstration program, launched January 13, 1977 (*Federal Register*, pg. 2864), which provides financial assistance to qualified applicants wishing to participate in selected administrative proceedings of the National Highway Safety Administration (NHTSA) that substantially affect consumers' interests. Funds are available for reimbursing qualified applicants who could not afford to participate without this financial assistance.

Citizen Participation

The program is open to any individual, group, association, partnership, or corporation which submits an application for participation in selected proceedings announced in the *Federal Register*. Further information is available from the Office of the Administrator, NHTSA, Washington, D.C. 20590.

TECHNIQUES AND DEFINITIONS*

The matrix presented on the following page deals primarily with functions which participation techniques perform for administrators and public officials; however, the functions that these techniques perform for citizens do not differ significantly. Where differences between administrators and citizens do occur is in the 'use' of the various techniques.

For example, an urban manager may wish to 'develop support' for a specific program, while citizens may wish to 'generate alternatives' to that program. Both groups would agree that 'developing support' and 'generating alternatives' are functions important to them. The problem arises when techniques are chosen with the functional interests of only one group in mind.

The techniques chosen for inclusion in the matrix come primarily from the study *Effective Citizen Participation in Transportation Planning*, published by the Federal Highway Administration. The study is a comprehensive compilation, description, and analysis of a large number of participation techniques, and is an invaluable resource for those interested in citizen participation.

The matrix by no means includes all participation techniques, functions, or literature sources. Rather, it is an attempt to encourage viewing participation in a new context. In order to simplify its use, only the functions felt by the author to be best performed by a given technique have been checked in the matrix.

A warning must be sounded to those who would use the matrix indiscriminately. Timing, cost, the kind and complexity of issues, the quality and quantity of available resources, community characteristics, the political climate, and other factors contribute considerably to the possible success or failure of any specific technique. Thus, the decision to employ any technique, or combination of techniques, must be accompanied by an appraisal of the context within which the participation will take place.

*From, "A Cafeteria of Techniques and Critiques," by Judy B. Rosener, Graduate School of Administration, University of California at Irvine. Reprinted from the December 1975 issue of *Public Management* magazine by special permission. © 1975, The International City Management Association.

TECHNIQUE/FUNCTION MATRIX

TECHNIQUE	FUNCTION: Identify Attitudes and Opinions	Identify Impacted Groups	Select Impacted Groups	Facilitate Participation	Clarify Planning Process	Answer Citizen Questions	Disseminate Information	Generate New Ideas and Alternatives	Facilitate Advocacy	Promote Interaction Between Interest Grps.	Resolve Conflict	Plan Programs and Policy Review	Gauge Attitudes Toward Government	Develop Support/ Minimize Opposition
Arbitration and Mediation Planning	X							X		X	X			
Charrette	X			X	X	X		X		X	X	X	X	X
Citizen's Advisory Committee	X			X	X	X	X	X			X	X	X	X
Citizen Employment	X		X	X	X	X	X	X					X	X
Citizen Honoraria			X	X	X							X	X	X
Citizen Referendum	X			X							X	X	X	
Citizen Representatives on Policy-Making Bodies	X			X	X			X					X	X
Citizen Review Board				X								X		X
Citizen Surveys	X		X											
Citizen Training				X	X				X				X	
Community Technical Assistance	X			X	X			X	X					
Computer-based Techniques	Depends on specific technique chosen													
Coordinator or Coordinator-Catalyst				X	X	X				X	X		X	X
Design-In	X	X		X	X	X		X				X		X
Drop-In Centers		X		X	X	X						X	X	X
Fishbowl Planning				X	X	X	X	X			X	X	X	X
Focused Group Interview	X		X	X		X				X				
Game Simulations					X					X		X		X
Group Dynamics										X	X		X	
Hotline		X		X		X								
Interactive Cable TV	X	X	X	X			X	X				X		
Media-based Issue Balloting	X			X		X	X					X		
Meetings—Community-Sponsored	X		X	X	X	X	X	X				X		X
Meetings—Neighborhood	X		X	X	X	X	X	X				X		X
Meetings—Open Informational			X		X	X	X					X		
Neighborhood Planning Council	X			X				X	X			X		
Ombudsman		X			X	X	X					X	X	
Open Door Policy		X		X	X	X	X					X	X	
Planning Balance Sheet	X											X		
Policy Capturing	X													X
Policy Delphi	X							X						
Priority-Setting Committee	X			X								X	X	
Public Hearing		X	X	X		X	X					X		
Public Information Programs					X		X					X	X	
Random Selected Participation Groups	X		X	X				X	X			X		
Short Conference	X			X	X	X	X	X		X	X	X		X
Task Forces			X					X				X	X	X
Value Analysis	X			X								X		X
Workshops	X		X	X	X			X		X	X	X	X	X

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GLOSSARY

Description of Functions

Identify Attitudes and Opinions: determine community and/or interest group feelings and priorities.

Identify Impacted Groups: determine which groups will be directly or indirectly affected by policy and planning decisions.

Solicit Impacted Groups: invite the individuals and groups thought to be impacted by the program to participate in the planning process.

Facilitate Participation: make it easy for individuals and groups to participate.

Clarify Planning Process: explain or otherwise inform the public on planning, policies, projects, or processes.

Answer Citizen Questions: provide the opportunity for citizen or group representatives to ask questions.

Disseminate Information: transmit information to the public; includes techniques which provide access to information.

Generate New Ideas and Alternatives: provide the opportunity for citizens or group representatives to suggest alternatives or new ideas.

Facilitate Advocacy: provide assistance in developing and presenting a particular point of view or alternative.

Promote Interaction between Interest Groups: bring interest group representatives together for exchange of views.

Resolve Conflict: mediate and resolve interest group differences.

Plan, Program, and Policy Review: provide an opportunity for policies to be reviewed.

Change Attitudes toward Government: makes individuals or groups view government differently.

Develop Support/Minimize Opposition: explain the costs, benefits, and tradeoffs to the public, thereby defusing possible opposition and building support.

Participation Techniques

Arbitration and Mediation Planning:
Utilization of labor-management mediation and arbitration techniques to settle disputes between interest groups in the planning process.

Charrette:
Process which convenes interest groups (governmental and non-governmental) in intensive interactive meetings lasting from several days to several weeks.

Citizen Advisory Committees:
A generic term used to denote any of several techniques in which citizens are called together to represent the ideas and attitudes of various groups and/or communities.

Citizen Employment:
Concept involves the direct employment of *client* representatives; results in continuous input of clients' values and interests to the policy and planning process.

Citizen Honoraria:
Originally devised as an incentive for participation of low-income citizens. Honoraria differs from reimbursement for expenses in that it dignifies the status of the citizen and places a value on his/her participation.

Citizen Referendum:
A statutory technique whereby proposed public measures or policies may be placed before the citizens by a

ballot procedure for approval/disapproval or selection of one of several alternatives.

Citizen Representation on Public Policy-Making Bodies:
Refers to the composition of public policy-making boards either partially or wholly of appointed or elected citizen representatives.

Citizen Review Board:
Technique in which decision-making authority is delegated to citizen representatives who are either elected or appointed to sit on a review board with the authority to review alternative plans and decide which plan should be implemented.

Citizen Surveys of Attitudes and Opinions:
Only technique other than talking with *every* citizen that is statistically representative of *all* citizens; allows for no interaction between citizens and planners.

Citizen Training:
Technique facilitates participation through providing citizens with information and planning and/or leadership training, e.g., game simulation, lecture, workshops, etc.

Community Technical Assistance:
A generic term covering several techniques under which interest groups are given professional assistance in developing and articulating alternative plans or objections to agency proposed plans and policies. Some specific techniques are:

☐ *Advocacy Planning*
Process whereby affected groups employ professional assistance directly with private funds and consequently have a client-professional relationship.

☐ *Community Planning Center*
Groups independently plan for their community using technical assistance employed by and responsible to a community-based citizens groups.

☐ *Direct Funding to Community Groups*
Similar process to Advocacy Planning, however, funding comes from a government entity.

☐ *Plural Planning*
Technique whereby each interest group has its own planner (or group of planners) with which to develop a proposed plan based on the group's goals and objectives.

Computer-based Techniques:
A generic term describing a variety of experimental techniques which utilize computer technology to enhance citizen participation.

Coordinator or Coordinator-Catalyst:
Technique vests responsibility for providing a focal point for citizen participation in a project with a single individual. Coordinator remains in contact with all parties and channels feedback into the planning process.

Design-In:
Refers to a variety of planning techniques in which citizens work with maps, scale representations, and photographs to provide a better idea of the effect on their community of proposed plans and projects.

Drop-In Centers:
Manned information distribution points where a citizen can stop in to ask questions, review literature, or look at displays concerning a project affecting the area in which the center is located.

Fishbowl Planning:
A planning process in which all parties can express their support or opposition to an alternative before it is adopted, thereby bringing about a restructuring of the plan to the point where it is acceptable to all. Involves use of several participatory techniques—public meetings, public brochures, workshops, and a citizen's committee.

Focused Group Interviews:
Guided interview of six to 10 citizens in which individuals are exposed to others' ideas and can react to them; based on the premise that more information is available from a group than from members individually.

Game Simulations:
Primary focus is on experimentation in a risk-free enviroment with various alternatives (policies, programs,

plans) to determine their impacts in a simulated environment where there is no actual capital investment and no real consequences at stake.

Group Dynamics:
A generic term refering to either interpersonal techniques and exercises to facilitate group interaction, or problem-solving techniques designed to highlight substantive issues.

Hotline:
Used to denote any publicized phone answering system connected with the planning process. Hotlines serve two general purposes: 1) as an avenue for citizens to phone in questions on a particular project or policy and receive either a direct answer or an answer by return call; or 2) as a system whereby the citizen can phone and receive a recorded message.

Interactive Cable TV-based Participation:
An experimental technique utilizing two-way coaxial cable TV to solicit immediate citizen reaction; this technique is only now in the initial stages of experimentation on a community level.

Media-based Issue Balloting:
Technique whereby citizens are informed of the existence and scope of a public problem, alternatives are described, and then citizens are asked to indicate their views and opinions.

Meetings—Community-sponsored:
Organized by a citizen group or organization; these meetings focus upon a particular plan or project with the objective to provide a forum for discussion of various interest group perspectives.

Meetings—Neighborhood:
Held for the residents of a specific neighborhood that has been, or will be, affected by a specific plan or project, and usually are held either very early in the planing process or when the plans have been developed.

Meetings—Open Informational (also "Public Forum"):
Meetings which are held voluntarily by an agency to present detailed information on a particular plan or project at any time during the process.

Neighborhood Planning Council:
A technique for obtaining participation on issues which affect a specific geographic area; council serves as an advisory body to the public agency in identifying neighborhood problems, formulating goals and priorities, and evaluating and reacting to the agency's proposed plans.

Ombudsman:
An independent, impartial administrative officer who serves as a mediator between citizen and government to seek redress for complaints, to further understanding of each other's position, or to expedite requests.

Open Door Policy:
Technique involves encouragement of citizens to visit a local project office at any time on a "walk in" basis; facilitates direct communication.

Planning Balance Sheet:
Application of an evaluation methodology that provides for the assessment and rating of project alternatives according to the weighted objectives of local interest groups, as determined by the groups themselves.

Policy Capturing:
A highly sophisticated, experimental technique involving mathematical models of policy positions of parties-at-interest. Attempts to make explicit the weighting and trading-off patterns of an individual or group.

Policy Delphi:
A technique for developing and expressing the views of a panel of individuals on a particular subject. Initiated with the solicitation of written views on a subject, successive rounds of presented arguments and counter-arguments work toward consensus of opinion, or clearly established positions and supporting arguments.

Priority-setting Committees:
Narrow-scope citizen group apppointed to advise a public agency of community priorities in community devel-

opment projects.

Public Hearings:
Usually required when some major governmental program is about to be implemented or prior to passage of legislation; characterized by procedural formalities, an official transcript or record of the meeting, and its being open to participation by an individual or representative of a group.

Public Information Program:
A general term covering any of several techniques utilized to provide information to the public on a specific program or proposal, usually over a long period of time.

Random Selected Participation Groups:
Random selection within a statistical cross-section of groups such as typical families or transit-dependent individuals which meet on a regular basis and provide local input to a study or project.

Short Conference:
Technique typically involves intensive meetings organized around a detailed agenda of problems, issues, and alternatives with the objective of obtaining a complete analysis from a balanced group of community representatives.

Task Force:
An *ad hoc* citizen committee sponsored by an agency in which the parties are involved in a clearly-defined task in the planning process. Typical characteristics are small size (8-20), vigorous interaction between task force and agency, weak accountability to the general public, and specific time for accomplishment of its tasks.

Value Analysis:
Technique which involves various interest groups in the process of subjectively ranking consequences of proposals and alternatives.

Workshops:
Working sessions which provide a structure for parties to discuss throroughly a technical issue or idea and try to reach an understanding concerning its role, nature, and/or importance in the planning process.

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CITIZEN PARTICIPATION

A Selected Bibliography

The following bibliography contains selected references concerning the participation of citizens in decision making on Federal, State and local levels. The bibliography is included for those readers who may wish to pursue in detail the history and development of citizen access to governmental decision making. This listing while not comprehensive reflects the variety, scope and depth of the massive literature on citizen participation. A list of publishers is included to aid in locating the cited material.

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JOURNAL OF THE AMERICAN INSTITUTE OF PLANNERS, 1776 Massachusetts Avenue, N.W., Washington, D.C. 20036

JOURNAL OF VOLUNTARY ACTION RESEARCH, Association of Voluntary Action Scholars, Box G-55, Boston College, Chestnut Hill, Massachusetts 02167

PUBLIC ADMINISTRATION REVIEW, American Society for Public Administration, 1225 Connecticut Avenue, N.W., Washington, D.C. 20036

PUBLIC INTEREST, National Affairs, Inc., Box 542, Old Chelsea Post Office, New York, New York 10011

STUDIES IN COMPARATIVE LOCAL GOVERNMENT, International Union of Local Authorities, 45 Wassenaarseweg, The Hague-2018, Netherlands

BOOK PUBLISHER'S ADDRESSES

ALDINE PUBLISHING COMPANY, 529 South Wabash Avenue, Chicago, Illinois 60605

AMERICAN JEWISH COMMITTEE, 165 East 56th Street, New York, New York 10022

BALLINGER PUBLISHING COMPANY, 17 Dunster Street, Harvard Square, Cambridge, Massachusetts 02138

BOBBS-MERRILL COMPANY, 4300 West 62nd Street, Indianapolis, Indiana 46268

CENTER FOR RESEARCH IN SOCIAL CHANGE, Emory University, Atlanta, Georgia 30322

BOOK PUBLISHER'S ADDRESSES

COUNCIL OF PLANNING LIBRARIANS, Post Office Box 229, Monticello, Illinois 61856

FREE PRESS, 866 Third Avenue, New York, New York 10022

GOVERNMENT PRINTING OFFICE, Washington, D.C. 20402

ISAAK WALTON LEAGUE OF AMERICA, 1800 North Kent Street, Suite 806, Arlington, Virginia 22209

MISSOURI MUNICIPAL LEAGUE, 1913 William Street, Jefferson City, Missouri 64101

NATIONAL INSTITUTE FOR APPLIED BEHAVIORAL SCIENCE, 1815 North Fort Meyer Drive, Arlington, Virginia 22209

NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS, 2600 Virginia Avenue, N.W., Washington, D.C. 20037

NATIONAL MODEL CITIES COMMUNITY DEVELOPMENT DIRECTORS ASSOCIATION, 1620 Eye Street, N.W., Suite 306, Washington, D.C. 20006

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RANDOM HOUSE, 201 East 50th Street, New York, New York 10022

UNIVERSITY OF CHICAGO PRESS, 5801 Ellis Avenue, Chicago, Illinois 60637

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